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To,
The Principal/Head of the Institutions
affiliated to the CBSE

Sub: FRAMEWORK AND SIGNIFICANT GUIDELINES IN THE CONTEXT OF THE SECONDARY AND THE SENIOR SCHOOL CERTIFICATE EXAMINATIONS - 2020-21

Madam/Sir,

Conduct of Secondary and Senior Secondary Examinations is the main responsibility of the CBSE. To conduct the examinations successfully, every year, CBSE is issuing many Notifications, Circulars, Guidelines and Standard Operating Procedures from time to time.

This year, because of Covid-19 pandemic, precious time has already been lost. As schools are still closed, more time will be required by the schools to complete all processes which are required for examination related activities.

Providing sufficient time and guidance to the schools, CBSE, for the first time this year, has brought out a comprehensive document titled "FRAMEWORK AND SIGNIFICANT GUIDELINES IN THE CONTEXT OF THE SECONDARY AND THE SENIOR SCHOOL CERTIFICATE EXAMINATIONS - 2020-21" listing out the Standard Operating Procedures for all the activities to be performed by the schools and students/parents during the entire academic session. The document is attached with this letter.

Regarding conduct of theory and practical examinations, the schedule will be informed separately. Rest of the schedules have been prepared keeping in view the Covid-19 as a onetime measure.

It is expected from the Head of the Institution that a printout of the same will be taken and after reading and understanding, they will make their own schedule to complete all activities within scheduled time in letter and spirit.

It will be appreciated if your suggestions to further improve this document are sent to the undersigned as per Section XXVII of this document.

Yours faithfully,

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

CC to:
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 Chief Secretary, Government of Andaman & Nicobar Islands
4. The Chief Secretary, Government of Arunachal Pradesh
5. The Chief Secretary, Government of Delhi
6. The Chief Secretary, Government of Sikkim
7. The Principal Secretary, Government of NCT of Delhi
8. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
9. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
10. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
11. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
12. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
13. The Director of School and Mass Education, Government of Odisha, Bhubaneshwar
14. The Director, Directorate of Secondary Education, Bikaner-334001, Rajasthan
15. The Collector, Department of School Education, Raipur-492001, Chattisgarh
16. The Director of Education, Government of Punjab, Mohali
17. The Director of Education, Government of Maharashtra, Pune
18. The Director of Education, Government of Madhya Pradesh, Bhopal
19. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi
20. Assistant Chief Air Staff(Education), Air Headquarters, R K Puram, New Delhi
21. ADGMT(AE), Room No. 702, 'A' Wing, IHQ of Ministry of Defence, Sena Bhawan, New Delhi-110001
22. The Principal Director, Naval Education, 2nd floor, Wing 2, West Block V, R K Puram, New Delhi – 110 066
23. The Director, DAV Managing Committee, Chitra Gupta Road, New Delhi- 110055
24. The Secretary, Delhi Public School Society, F Block, East of Kailash, New Delhi-110065
25. Director(IT), HQs for needful updation in online softwares
26. SPS to Secretary/Director(Academic)/Director(Skill Education & Training) / Director(PE), CBSE
27. Head(Media and Public Relations), CBSE
28. 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.
29. All Joint Secretary(ies)/Deputy Secretary(ies) of CBSE
30. DS to Chairman, CBSE

CONTROLLER OF EXAMINATIONS

FRAMEWORK
AND
SIGNIFICANT GUIDELINES IN THE CONTEXT OF THE SECONDARY AND THE SENIOR SCHOOL CERTIFICATE EXAMINATIONS

2020-21

CENTRAL BOARD OF SECONDARY EDUCATION
DELHI

CONTENTS

FOREWORD

The establishment of the Central Board of Secondary Education (CBSE) nearly seven decades ago came as a response to the need for an apex National level Board of School Education to support the nation's efforts towards qualitative improvement of school education in general and bring reforms in examinations in particular. Ever since, the CBSE has been striving hard to live up to this expectation. The CBSE is marching ahead steadily to meet the challenges of school education both in terms of quantity and quality. **As on July 2020 there are 23149 Schools in India and abroad (26 foreign countries) affiliated to the Board. About 31 lakh students were registered for the Secondary and the Senior School Certificate Examination 2020.** Through the network of its constituents at the Headquarters and 16 Regional Offices throughout the country, CBSE has been discharging its duties meticulously related to admission of students, effective teaching-learning strategies and students evaluation. The CBSE is now being seen as a model Board of school education in the national and international arena.

In order to ensure that the system works effectively, there is a need for well thought linkages among the constituents of the system and smooth communication channels. There should be clarity as to whom to be contacted for different purposes. In the CBSE's framework of communication channels, the Regional Offices of CBSE are important entities. Mostly, the affiliated schools and their students are required to interact with the Regional Offices for redressal of grievances, supply of requisite informational inputs and many other matters.

In this document, efforts have been made to include in a thematic manner the Standard Operating Procedures for admission, examinations, shortage of attendance, corrections in student's data, relaxations for Divyang candidates, verification of marks and many other matters. As a matter of fact, instructions, guidelines and clarifications etc in such matters had already been issued to schools from time to time through Circulars, Notification etc. However, it has been felt for quite some time that a consolidated document in the form of a compendium of circulars etc., may be prepared and made available to schools and students through website in the beginning of the academic session. The present document has tried to meet effectively this long felt need. I feel that this document will facilitate the CBSE affiliated schools to develop their Plans of Action meticulously for taking timely action not only at the school level but also for providing well in time the requisite informational inputs in matters related to admission, examination and ancillary matters to the Regional offices and to the other constituents of the CBSE.

I am thankful to Dr. Sanyam Bhardwaj, Controller of Examinations, CBSE for preparation and production of this document. I am also thankful to officials of Coordination Unit and Regional Offices for helping the Controller of Examinations in preparing and editing the document.

I am sure that this document will help CBSE and its affiliated schools in successfully conduct of Boards examinations in 2021.

Manoj Ahuja, IAS
Chairman, CBSE

August, 2020

ABOUT THIS DOCUMENT

The Central Board of Secondary Education, Delhi has been endeavouring for providing stress free, child centred and holistic education to all children without compromising on quality to achieve academic excellence in conformity with psychological, pedagogical and social principles to ensure quality benchmarks in school education in consonance with the National goals. The main objectives of the Board is to conduct public examinations at the end of Class X and XII, so that successful candidates of CBSE affiliated schools are granted qualifying certificates. With a view to execute examinations and evaluation practices flawlessly and effectively, various Circulars/Notifications are issued by the Board from time to time throughout the academic session. The purpose of issuing Circulars and Notifications is to inform the schools, students and parents about various processes and facilities extended by CBSE for facilitating the students and completing meticulously the pre and post examination formalities as per the schedule laid down by the CBSE.

It has been observed for quite some time that several schools were not following meticulously the Schedule of Activities laid down by the CBSE thereby resulting in delay in completing preparations for Board's Examinations. For example, if the List of Candidates is submitted late, the CBSE will be constrained to announce the Date Sheet of examination late as Date Sheet could be published only upon receipt of correct data of subjects and subject combinations offered by the students. Consequently, with a view to obtain correct data timely, the CBSE is required to issue Circulars, Notifications and reminders etc., from time to time. Such frequent communications to schools could be minimised if all CBSE affiliated schools follow meticulously the Schedule of Activities and Guidelines etc., issued by the Board from time to time.

It has been felt that if the schools and students are informed well in advance about various provisions, facilities and required formalities, it will facilitate them to plan their activities meticulously. This will enable the schools to submit requisite information/data to CBSE well in time.

This year, the CBSE has decided to provide to the CBSE schools a compendium of the Standard Operating Procedures (SOPs) etc., in beginning of the academic session so that they may plan their Calendar of Activities keeping in mind the Board's requirements. The entire required informational inputs have been divided in thematic manner. Please refer to the table of content in this regard. The presentation of content of circulars, guidelines, etc., in this manner will facilitate the CBSE schools to respond timely with requisite data and informational inputs. This will also be helpful to schools to maintain accurate data of students and thus avoiding problems faced by the students and schools.

It is suggested that the Principal and concerned faculty of the School may keep a copy of this Document at their tables, read it, understand it and follow strictly all the instructions issued by CBSE. In the difficult period of Covid-2019, there is already a delay in the usual school programmes. Hence, the schools are requested to make advance planning meticulously and take necessary steps to complete all the activities as per guidelines and directions of CBSE well in time .

I am thankful to Ms. Kavita Vazirani, Jt. Secretary, Coordination Unit, other officials of Coordination Unit and Regional Officers for assisting me in preparing this document.

Dr. Sanyam Bhardwaj
Controller of Examinations

August 2020

Central Board of Secondary Education

LEGAL STATUS OF THIS DOCUMENT

All information and instructions given in this Framework and Significant Guidelines in the Context of the Secondary and the Senior Secondary School Certificate Examinations 2020-21 deemed to have been issued under signature of undersigned and it is binding on schools to follow the same strictly and its true sense.

Dr. Sanyam Bhardwaj
Controller of Examinations

August 2020

Section I

INTRODUCTION

INTRODUCTION

The Central Board of Secondary Education (CBSE) envisions a robust, vibrant and holistic school education that will engender excellence in every sphere of human endeavours. The Board is committed to provide quality education to promote intellectual, social and cultural vivacity among its learners. It works towards evolving a learning process and environment which empowers the future citizens to become global leaders in the emerging knowledge society.

The Board advocates an evaluation system with emphasis on holistic development of learners. The Board commits itself to provide a stress-free environment that will develop competent, confident and enterprising citizens.

The CBSE is a national Board of School Education in India for public and private schools in India and in foreign countries. During 2019-2020, **there were 22929 CBSE affiliated schools in India and 220 CBSE affiliated schools in 26 foreign countries in july.**

The CBSE prescribes conditions for examinations and conducts public examinations at the end of class X (Secondary School Examinations) and at the end of Class XII (Senior School Certificate Examinations) for the candidates of its affiliated schools. The Board takes appropriate steps from time to time for improvement in the conduct of examination thereby contributing in improving the quality of teaching and learning.

In order to execute its functions effectively, the Central Board of Secondary Education (CBSE) has set up its 16 Regional Offices in different parts of the country. The Regional offices of CBSE are required to play a very significant role to operationalise the vision and mission of CBSE. The Regional Offices of CBSE discharge various roles and functions to facilitate interaction with CBSE affiliated schools and to solve the problems of schools.

With a view to execute examinations and evaluation practices flawlessly and effectively, various Circulars/Notifications/Guidelines are sent by CBSE to the schools from time to time. In order to facilitate the schools to prepare their Plans of Action/Calendar of Activities, the Examination Department has prepared a compendium of important Circulars/Notifications/ Guidelines that were supposed to be issued from time to time in the current academic year. The table of content in this document is an important reference page to locate the details of guidelines for the schools in various matters related to admission, examinations and allied matters, which have been mentioned in different sections.

Section II

EXTRACTS FROM THE AFFILIATION BYE-LAWS
(IN THE CONTEXT OF CBSE EXAMINATIONS)

EXTRACTS FROM THE AFFILIATION BYE-LAWS
(IN THE CONTEXT OF CBSE EXAMINATIONS)

The Examinations are governed as per the provisions made in the Examination Bye-laws. If any instruction given in the Examination Bye-laws is not followed/complied with, student will not be eligible to appear in the examination. As far as smooth conduct of examination is concerned, powers are drawn from the Affiliation Bye-laws. Important provisions of the Affiliation Bye-laws are mentioned hereunder with the request that the Management and Principal should go through these provisions and ensure that all arrangements are done by them as per instructions issued by the CBSE for the conduct of examinations:

S.No	Chapter of Affiliation Byelaws 2018	Para in Affiliation Byelaws 2018	Byelaws
1.	Chapter 12	12.2	The Board may impose all or any of the penalties mentioned in clauses 12.1.1 to 12.1.9 on any school, in the following cases:
			12.2.1 For gross malpractices in examination, academic, administrative and financial matters
			12.2.10 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.
			12.2.11 Any misconduct, negligent act/omission and non-compliance of the examination byelaws (including the disobeying 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.
			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.
2	Chapter 12	12.2.13	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.
3	Chapter 14	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.
4	Chapter 14	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.

Conduct of examinations is a systemic process. Examinations can be conducted successfully only when schools are completing all steps for supplying data to CBSE within schedule decided for each activity. Timely and correct supply of data plays an important role to avoid the future problems. It is, therefore, desired that schools should complete all formalities within schedule only.

To provide sufficient time to the schools and students, from past 2 years, window of completing each activity has been widened and information is provided much in advance.

However, it has been observed that schools are not following schedule and making request after the last date is over and also not complying with the instructions issued by CBSE from time to time either during the entire year or when examinations are conducted and evaluation is done.

A small mistake by the school is either delaying the examination process or putting the CBSE's image and services at stake. If quality services are to be provided by CBSE, schools have to be sincere for the instructions issued by the CBSE.

Therefore, it is desired that all should function in the interest of the students and examinations, provision for imposing penalty have been made in Affilation and Examination Bye-Laws.

If any school is not following the schedule and instructions issued by CBSE, penality could be levied on the school or individual as the case may be. It is desired from the schools that they would be serious and devoted for the responsibilities assigned to them and not give an opportunity to CBSE to impose the penalty.

Section III

CHANNELS OF COMMUNICATIONS

CHANNELS OF COMMUNICATIONS

The CBSE is an organization serving to the public. Being the pace setting National Board, CBSE strives for the best services to its stakeholders and is, accordingly, making efforts to reach everyone. Though, many of its services are web based, however, several times stakeholders are using other modes of communications also. It has also been observed that even the schools are making request to some Officer/Department in the CBSE who is not responsible to deal with their requests. This is delaying action on their requests. Important points are that many of the Principals are directly writing to the Chairman, CBSE on the issues which need to be addressed by some other officials/office. Addressing request to the authority who is not responsible for the same is leading to the following problems:-

1. Delay in action on the request received.

2. Waste of precious time of the authorities receiving request not related to them.

3. Involvement of many officials not related to the issues.

4. And so many other problems which affects quality output.

The CBSE, being mainly responsible for holding examinations, an activity which is related to general public, most of the requests are related to the Regional Offices. Accordingly, the Central Board of Secondary Education is having 16 Regional Offices across the country to serve to the schools and students under their jurisdiction.

The Regional Offices play a vital role in supporting schools and students to resolve their issues as per Examination Bye-Laws of the CBSE. As per policy and procedure mentioned in Examination Bye-Laws, all the requests received from stakeholders are processed by the concerned Regional Offices. These requests are either decided by the concerned Regional Officer or the Controller of Examinations/Chairman at the Headquarters, Delhi as per delegation of the powers.

In the recent past, it has been observed that Principals/schools, students and parents are directly sending requests to the Senior Officers, CBSE, Headquarters, Delhi. Such requests cannot be processed at Headquarters. Hence these requests are forwarded to the Regional Office concerned for processing. This delays the action on the requests.

To avoid delay, following guidelines are being issued for strictly compliance by the Principals of the affiliated schools:-

i. All Head of the schools should send their correspondence to the Regional Office concerned only.

ii. Parents/Students be made aware by the schools that if they wish to make any request, the same should be made to their school only.

> No request be forwarded to CBSE which do not meet Examinations Bye-Laws.

iii. The Head of the school will make recommendations on the request of the student strictly as per Examination Bye Laws and send the same to the concerned Regional Office.

All instructions given in this document are to be followed strictly.

iv. A copy of letter No. CBSE/CE/SPS/2018 dated 12.10.2018 by the Controller of Examinations, CBSE has earlier been issued to all the school.

Matters for which requests are to be made to the Regional Offices are as mentioned below:-

S.No.	Matters to be referred to the concerned Regional Offices of CBSE
1.	Matters related to Examinations
2.	Matters related to Academic Qualifications for Undertaking Examinations
3.	Matters related to Condonation of Shortage of Attendances in Examinations
4.	Matters related to Exemption from Examination in the Third Language
5.	Matters related to Exemption/Concession by persons with Disabilities (PWD) Students
6.	Matters related to Use of Amanuensis and Appointment of Amanuensis
7.	Matters related to Change in Subject(s)
8.	Matters related to Payment of Fees
9.	Matters related to Holding over of Fees
10.	Matters related to Refund of Fee
11.	Matters related to Fixation of Examination Centres
12.	Matters related to Change of Examination Centres
13.	Matters related to Unfair Means Cases
14.	Matters related to Scheme of Examinations and Pass Criteria
15.	Matters related to Direct Admission in Class X & XII
16.	Evaluation related matters
17.	Requests for issue of Duplicate Certificates (Requests may be sent to Regional Offices of CBSE as per details given in this framework)
18.	Matters related to Correction in Candidate's Name, Father's Name, Mother's Name, Date of Birth
19.	Matters related to Verification of marks/ photocopy of Answer Book/ Revaluation
20.	Matters related to Verification of Old Results (Requests may be sent to R.O's as per details given in this framework)

In addition to above, following are the Authorities, which need to be contacted as per their responsibilities:-

AUTHORITY	ISSUES
Secretary Central Board of Secondary Education Shiksha Kendra 2, Community Centre, Preet Vihar, Delhi-110092 Phone-011-22549627, 22549628 Email: secy-cbse@nic.in	All issues related to Affiliation of Schools
Controller of Examinations Central Board of Secondary Education Shiksha Kendra 2, Community Centre, Preet Vihar, Delhi-110092 011-22515828 ce.cbse2014@gmail.com	All issues related to Examinations
Director (Academics) Central Board of Secondary Education Sikhsha Sadan, 17, Rouse Avenue, Institutional Area, Opposite Bal Bhawan, Near ITO, New Delhi-110002 Tel: 011-23212603, 011-23234324 Email: directoracad.cbse@nic.in	All issues related to Academics
Director(IT) Central Board of Secondary Education Shiksha Kendra 2, Community Centre, Preet Vihar, Delhi-110092 Ph. 011-22436196 Email: director-it@cbse.gov.in	All issues related to Web Services
Director (S & T) Central Board of Secondary Education Sikhsha Sadan, 17, Rouse Avenue, Institutional Area, Opposite Bal Bhawan, Near ITO, New Delhi-110002 Ph. 011-23214737, 23216963 Email: dirtraining.cbse@gmail.com	All issues of Skill Education and Training

Director (PE) Central Board of Secondary Education Shiksha Kendra 2, Community Centre, Preet Vihar, Delhi-110092 Ph. 011-22059683 Email: neet.cbse@nic.in	All issues of Professional Examinations
Director (CTET) Central Board of Secondary Education PS 1-2, Institutional Area, I.P. Extension, Patparganj, Delhi – 110092 Ph: 011-22235774 Email: directorctet@gmail.com	All issues related to CTET

It would be appreciated, if the schools make requests to concerned Authorities only. On above issues, generally, no request be addressed to the Chairman, CBSE. First, request should be sent to the concerned authority and thereafter to the next authority. Cooperation of the schools in sending the requests to responsible authorities will help the CBSE in disposing their requests early.

Section IV

JURISDICTION OF THE REGIONAL OFFICES OF CBSE

Regional Office	Address	Jurisdiction of Regional Offices	For any technical query regarding Online submission	For any examination related query
Ajmer	**Regional Office** Central Board of Secondary Education, Todarmal Marg, Ajmer-305030 Rajasthan	Gujarat and Rajasthan	roajmer.cbse@nic.in Tel:0145-2634114 011-2634119-(IX/XI Registration Queries) 011-2634118 (Class X LOC Queries) 011-2634117 (Class XII LOC Queries) Fax:0145-2421543	roajmer.cbse@nic.in Tel:0145-2634114 Fax-0145-2421543
Bhubaneswar	**Regional Office** Central Board of Secondary Education, Plot No. 4 (PT), Saileshree Vihar, Chandrashekharpur, Distt. Khordha-751021, Odisha	West Bengal, Odisha & Chhattisgarh	rocbsebbsr@rediffmail .com robhubaneshwar.cbse@ nic.in Tel:0674-2548426, 0674-2542312, 0674-2548212(Extn129), FAX:-0674-2547312, Helpline Mobile No.-9853246315	Tel:0674-2721712
Bengaluru	**Regional Office** Central Board of Secondary Education Degree College Building No.57, Heserghatta Main Road, Near Sapthagiri Hospital, Chimney Hills, Chikkabanavara, Bengaluru-560090	Karnataka	cbserobng@gmail.com Tel. : 9188381977	cbserobng@gmail. com Tel.:9188381977

Office	Address	Jurisdiction	Contact	Contact
Bhopal	**Regional Office** Central Board of Secondary Education Rohit Nagar, Phase-II, Ward No.53, Bawadia Kalan, Bhopal-462039	Madhya Pradesh	robhopal.cbse@gmail.com Tel.:09910670801 07879386360	robhopal.cbse@gmail.com Tel.: 09910670801 07879386360
Chennai	**Regional Office** Central Board of Secondary Education, New No. 3, Old No. 1630A, "J" Block, 16th Main Road, Anna Nagar West, Chennai-600040 Tamil Nadu	Andhra Pradesh, Tamil Nadu, Telangana, Puducherry and Andaman & Nicobar Islands.	rochennai@cbse.gov.in Tel.044-26164608, 044-26162264 Fax:044-26162212	rochennai.cbse@gmail.com Tel.:044-26164608
Chandigarh	**Regional Office** Central Board of Secondary Education Sector-5, Panchkula-134109 Presently Camped at RO Punchkula Chandigarh	Jammu & Kashmir, Punjab And U.T. of Chandigarh, U.T. of Ladakh	rochandigarh.cbse@gmail.com Tel.: 09873339561	Address will be intimated Shortly
Delhi East	**Regional Office** Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092	East Delhi, South East Delhi, South Delhi, New Delhi, Central Delhi, North East Delhi and Schools outside India.	rodlicu@gmail.com Tel:011-22236195 011-22236180	Tel:011-22236195
Delhi West	**Regional Office** Central Board of Secondary Education C-128 & C-129, Mangolpuri Industrial Area, Phase-1, Delhi – 110083.	West Delhi(A&B), South West Delhi(A&B), North West Delhi(A&B), North Delhi	rodw.cbse@gmail.com Tel. : 9911332527	rodw.cbse@gmail.com Tel. : 9911332527

	Regional Office	Jurisdiction	Contact	Contact
Dehradun	**Regional Office** Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand	Uttarakhand and Districts of Uttar Pradesh - Badaun, Bijnour, J.P.Nagar/ Amroha, Moradabad, Muzaffarnagar, Rampur, Saharanpur and Sambhal	roddn.cbse@nic.in Tel: 0135-2757744,0135-2753250 (Extension-205) 0135-2753251, 0135-2753248 Mob No. 7579214383- Helpline	Tel:0135-2757744
Guwahati	**Regional Office** Central Board of Secondary Education, Shilpogram Road, (Nr Sankardev Kalakshetra), Panjabari, Guwahati-781037, Assam	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura	roguwahati.cbse@nic.in Tel:03612334661(Direct) EPABX NO.: 0361-2331995, EXT.-30 Fax No.:0361-2330992	roguwahati.cbse@nic.in Tel: 0361-331995
Noida	**Regional Office** Central Board of Secondary Education, A-83, Sector -136, Noida, G.B. Nagar (U.P.) – 201305	Districts of Uttar Pradesh-Agra, Aligarh, Baghpat, Bareilly, Bulandshahar, Etah, Firojabad, Gautam Budh Nagar, Ghaziabad, Hapur, Hathras, Kasganj / Kashi Ram Nagar, Mainpuri, Mathura, Meerut, Pilibhit, Shahjahanpur and Shamli	ronoida.cbse@gmail.com Tel.:07827288099 Phone No. 0120-2476551,0120-2476555	ronoida.cbse@gmail.com Ph. No. 0120-2476551 Ph. No. 0120-2476555
Panchkula	**Regional Office** Central Board of Secondary Education, Sector-5, Panchkula–134152 Haryana	Haryana, Himachal Pradesh	ropanchkula.cbse@nic.in Tel:0172-2585193 0172-2583547 0172-2585577 Fax:0172-2585163	Tel:0172-2521503 0172-2521507

| Prayagraj (Allahabad) | **Regional Office** Central Board of Secondary Education, 35-B, Civil Station,M.G. Marg, Civil Lines, Allahabad-211001(U.P.) | Districts of Uttar Pradesh – Ambedkar Nagar, Amethi, Auraiya, Ayodhya, Azamgarh, Bahraich, Ballia, Balrampur, Banda, Barabanki, Basti, Bhadohi, Chandauli, Chitrakoot, Deoria, Etawah, Farukkhabad, Fatehpur, Ghazipur, Gonda, Gorakhpur, Hamirpur, Hardoi, Jalaun, Jaunpur, Jhansi, Kannauj, Kanpur Dehat, Kanpur Nagar, Kaushambi, Kushi Nagar, Lakhimpur Kheri, Lalitpur, Lucknow, Maharajganj, Mahoba, Mau, Mirzapur, Pratapgarh, Prayagraj, Raebareli, Sant Kabir Nagar, Shravasti Siddharth Nagar, Sitapur, Sonbhadra, Sultanpur, Unnao, Varanasi, Mahamaya Nagar | roallahabad.cbse@nic. in DIRECT LINE : 0532–2400434 EPABX LINE: 0532-2407970-72 WITH EXTN–116 (COMPUTER CELL) Fax:0532-2408977 | roallahabad.cbse@ nic.in Tel:0532-2407970-72 |

City	Regional Office	Jurisdiction	Contact	Contact
Patna	**Regional Office** Central Board of Secondary Education, Ambika Complex,Behind State Bank Colony,Near Brahmsthan, Sheikhpura, Raja Bazar ,Bailey Road, Patna-800014, Bihar	Bihar, Jharkhand	ropatna.cbse@nic.in Tel:0612-2295048, 0612-2295008, 0612-2295080	ropatna.cbse@nic.in ropatna.cbse@gmail.com Ph No. 0612-2295048, Ext.24
Pune	**Regional Office** Central Board of Secondary Education RLM Business Park, SR. NO. 28/4/A, Old Kharadi Mundava Road, Opposite to Bollywood Multiplex, Kharadi, Pune – 411014 Maharashtra	Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli	ropune.cbse@gmail.com Tel.:09625624690	ropune.cbse@gmail.com Tel:09625624690
Thiruvanan-thapuram	**Regional Office** Central Board of Secondary Education, Block-B, 2nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram–695004 Kerala	Kerala and Lakshadweep	rotrivandrum.cbse@nic.in Tel:0471-2534404 0471-2534496 Fax:0471-2534406	examcbse.tvm@gmail.com Tel: 0471-2987403

Section V

MONTHWISE SCHEDULE PERFORMED BY SCHOOLS

MONTHWISE SCHEDULE

Month	ACTIVITY TO BE PERFORMED	REFERENCE
July 2020 to September 2020	1. Direct admissions to Classes X and XII by schools	Section X
	2. Schools to inform CWSN candidates about exemptions/concessions extended by CBSE regarding exemption given in subjects and during Board's examinations	Section XII
	3. Submission of data in OASIS	Section XIV
July 2020	1. **FOR DIRECT ADMISSIONS IN CLASS X/XII**	Section X
	(a) Schools to give admission	
	(b) Schools to compile all cases of direct admissions in Tabular Form (separately for Class X and XII)	
	2. **ACTION FOR CWSN STUDENTS**	Section XII
	(a) Schools to make list and compile data of CWSN students in Tabular Form	
	(b) Complete request to be send to Regional Office.	
	3. **ACTION FOR CHANGE OF SUBJECTS**	Section XI
	(a) Parent/Candidate to apply for change of subject(s) to school. School to analyze change of subject requests as and when received	
	(b) Schools to compile all subject change cases in Tabular Form (separately for Class X and XII	
August 2020	1. **FOR DIRECT ADMISSIONS IN CLASS X/XII**	Section X
	a) Schools CONTINUE to give admission	
	b) Schools continue to compile all cases of direct admissions in Tabular Form (separately for Class X and XII) and send these to the Regional Office.	
	c) Schools to receive communication of deficiency for admission cases, if any, from the Regional Office	

	d) Schools to communicate fulfilment of deficiency if any, regarding admission cases to the Regional Office	**Section XII**
	2. ACTION FOR CWSN STUDENTS	
	a) Schools continue to make list and compile data of CWSN students in Tabular Form	
	b) Complete request to be sent to Regional Office	
	c) Schools continue to receive communication of deficiency for CWSN, if any, from the Regional Office.	
	d) Schools continue to communicate fulfilment of deficiency regarding CWSN to the Regional Office	
	e) School continue to communicate approval of the CBSE to CWSN students	
	3. ACTION FOR CHANGE OF SUBJECTS	**Section XI**
	a) Parent/Candidate to apply for change of subject(s) to school	
	b) School to analyse change of subject requests as and when received	
	c) Schools to compile all subject change cases in Tabular Form (separately for Class X and XII)	
	4. LIST OF CANDIDATES FOR CLASS-X AND XII	**Section XIII**
	a) Submission of List of Candidates for class X and XII	
	b) Submission of data on OASIS Portal	
September 2020	**1. FOR DIRECT ADMISSIONS IN CLASS X/XII**	**Section X**
	a) Schools to give admission upto 7th September,2020	
	b) Schools to compile all cases of direct admissions in Tabular Form (separately for Class X and XII) and send these to the Regional Office by 14th September,2020	
	c) Schools to receive communication of deficiency for admission cases, if any, from the Regional Office by 30th September,2020	
	d) Schools to communicate fulfilment of deficiency if any, regarding admission cases to the Regional Office by 7th September,2020	

		Section XII

2. ACTION FOR CWSN STUDENTS

a) Schools to make list and compile data of CWSN students in Tabular Form upto 12th September, 2020 (5 days after the last date of direct admissions in classes-X and XII)

b) Schools continue to receive communication of deficiency for CWSN, if any, from the Regional Office by 30th September 2020

c) Schools continue to receive communication of deficiency for CWSN, if any, from the Regional Office by 30th September 2020

Section XI

3. ACTION FOR CHANGE OF SUBJECTS

a) Parent/Candidate to apply for change of subject(s) to school by 7th September, 2020

b) School to analyze change of subject requests as and when received with last date as 7th September,2020

c) Schools to compile all subject change cases in Tabular Form (separately for Class X and XII) and send it to Regional Office by 14th September,2020

d) Schools to receive communication of deficiency for change of subjects, if any, from the Regional Office by 30th September, 2020

e) Schools continue to communicate fulfilment of deficiency relating to change of subject to the Regional Office.

4. LIST OF CANDIDATES FOR CLASSES X AND XII

Section XIII

a) Submission of List of Candidates for classses X and XII to start from 7th September 2020

5. FILLING OF DATA IN OASIS PORTAL

Section XIV

a) Submission of data in OASIS Portal will start from 7th September 2020

6. REGISTRATION OF CLASS IX/XI STUDENTS

Section XVI

a) Registration to start from 7th September 2020

October 2020	1. **FOR DIRECT ADMISSIONS IN CLASS X/XII**
	
	  a) Schools to receive approvals for admission cases from the Regional Office by 15th October
	
	  b) Cases of direct admission in class X/XII on account of direction admission after 7jth September based on transfer of parent who is a government employee be sent to the concerned Regional Office so as to reach within 7 days of admission
		Section X

	2. **ACTION FOR CWSN STUDENTS**
	
	  a) Schools to communicate fulfilment of deficiency regarding CWSN to the Regional Office by 7th October,2020
	
	  b) Schools to receive communication of approval of concessions/exemptions for CWSN from the Regional Office by 21st October 2020
	
	  c) School to communicate approval of the CBSE to CWSN students by 30th October, 2020.
		Section XII

	3. **CHANGE OF SUBJECT**
	
	  a) Schools will communicate fulfilment of deficiency relating to change of subject to the Regional Office by 7th October, 2020
	
	  b) Cases of change of subjects on account declaration of 1st/3rd chance Compartment result by CBSE be sent to the concerned Regional Office so as to reach within 7 days of admission
	
	  c) Schools to receive approvals for change of subjects from the Regional Office by 21st October 2020
	
	  d) Cases of change of subject in class X/XII on account of direction admission after 7jth September based on transfer of parent who is a government employee be sent to the concerned Regional Office so as to reach within 7 days of admission
		Section XI

	4. **LIST OF CANDIDATES FOR CLASS-X AND XII AND OASIS PORTAL**
	
	  a) Submission of List of Candidates for class X and XII continued upto 15 september 2020
	
	  b) Submission of List of Candidates for class X and XII (with late fee) to start from 16th October 2020 to 31st October 2020
		Section XIII

	5. **FILLING OF DATA IN OASIS PORTAL** a) Last date for submission of data in OASIS Portal will start from 20th October 2020	**Section XIV**
	6. **REGISTRATION OF CLASS IX/XI STUDENTS** a) Registration of class IX/XI students to continue in October 2020	**Section XVI**

November 2020	**1. FOR DIRECT ADMISSION IN CLASS X/XII** Cases of Direct Admission in Class X or XII and change of subject on account of direct admission after 7th September based on transfer of parent who is a government employee be sent to the concerned Regional Office so as to reach within 7 days of admission	**Section X**
	2. REGISTRATION OF CLASS IX/XI STUDENTS a) Registration of class IX/XI students be over on 4th November 2020 b) Registration of class IX/XI students to start with late fee from 5th November 2020 c) Registration of class IX/XI students with late fee to be over on 13th November 2020	**Section XVI**
December 2020	**1. FOR DIRECT ADMISSION IN CLASS X/XII** a) Cases of Direct Admission in Class X or XII and change of subject on account of direct admission after 7th September bases on transfer of parent who is a government employee be sent to the concerned Regional Office so as to reach within 7 days of admission. b) For admissions w.e.f. 1st october of the academic session, to be sent to concerned Regional Office so as to reach within 7 days of Admission	**Section X**
January 2021	**1. ACTION IN CASE OF STUDENTS PARTICIPATING IN SPORTS/OLYMPIADS** a) Schedule for Requests for Sports /Olympiad participants by 31st January,2021 b) Students to give their requests to the school. c) School to request Sports Authority of India/ **Homi Bhabha Center for Science Education** for their recommendations d) Schools to send their recommendations alongwith recommendations of Sports Authority of India/ Homi Bhabha Center for Science Education to the Regional Office.	**Section XX**
	2. ACTION FOR WARDS OF ARMED FORCES AND PARA MILITARY FORCES MARTYRED IN THE LINE OF DUTY (a) Schools to send all such requests to the concerned Regional Office by 31st January of the academic session	**Section XXI**
	3. FOR SHORTAGE OF ATTENDANCE a) To consider attendance put in by the student(s) Upto 1st January of the academic session for class X or XII b) Schools to compile all shortage of attendance cases in Tabular Form (separately for classes X and XII) and to send to the concerned Regional Office so as to reach by 7th January of the academic session.	**Section XVII**

	c) Schools to receive deficiency, if any, from the Regional Office latest by 21st January of the academic session d) School will communicate fulfilment of deficiency to the Regional Office by 28th January of the academic session	
February 2021	**1. FOR PARTICIPATION IN SPORTS/OLYMPIADS** a) Schools to receive approval from the Regional Office before 5th February for Sports / Olympiad Participants	**Section XX**
	2. FOR SHORTAGE OF ATTENDANCE a) Schools to receive approvals from CBSE for shortage of attendance cases by 7th February.	**Section XVII**

Most of the services being Online, all days are considered working and thus, no exemption will be granted in any matter.

Schedule of activities is only applicable for 2020-2021 as one time exception because of CORONA (Covid-19) pandemic

Section VI

ADMISSION IN SCHOOLS

ADMISSION IN SCHOOLS

Admissions are made in the school either in entry class or in any other class. All the schools are having their own admission form.

It has been observed that students use to make request at several occasions to make the changes in their personal data viz. their name, Mother's name, Father's/Guardian's name, Date of Birth even after passing Class-X/XII.

This problem could be avoided by the schools by ensuring entry of correct data in Admission Form and thereafter its correct transference to Admission and Withdrawal Register & thereafter at the time of leaving school in Transfer Certificate.

Draft Copy of Admission Form, Admission and Withdrawal Register & Transfer Certificate is provided for the reference of the school. Schools should ensure strict compliance with regards to correct information and valid documents.

Whenever schools are transferring data in any documents, Name of the candidate, Mothers name, Father's/Guardian's name & Date of Birth should be transferred very carefully to avoid any mistake.

Further, following may also be advised to the parents at the time of admission:-

1. Spelling of name of Student/Mother/Father/Guardian should be as is recorded in the Birth Certificate and maintained as per Admission and Withdrawal Register by the school.

2. Date of Birth is as per the Birth Certificate and as per Admission and Withdrawal Register maintained by the school.

3. Expanded name of student and Mother/Father/Guardian should be given by the student/parents. No abbreviations be given.

4. May check that their data is similar in all the documents like Date of Birth Certificate, School records, Aadhaar Card and Passport etc.

5. Parent will anticipate the requirement of the surname as when visiting abroad, it may be required by the visiting country to have both name and surname. Hence, surname be mentioned in the data alongwith first name.

6. Mother's name should as known after marriage.

7. No nick/pet name be mentioned.

8. Date of Birth certificate should have been issued within stipulated period as mentioned in the Registration of Births and Deaths Act, 1969.

Alertness & compliance shown by the schools will reduce the requests of change in student's data.

DRAFT ADMISSION FORM

<div style="float:right; border:1px solid;">Photo
with
Date</div>

S.No

Admission No. .... To be filled by office.

CLASS to which admission sought: .... Session :............................

PERSONAL DETAILS:-

1. Name : ....

2. Gender : Male ☐   Female ☐   Any other ☐

3. D.O.B. : Date   Month   Year

    In words ....

    (Attach Date of Birth Certificate issued by the Competent Authority)

4. Details of parents :-

Details	Mother	Father/Guardian
Name		
Educational Qualification		
Residential Address:		
E-mail :		
Occupation		
Official Address		
Annual Income:		

5. Whether the candidate is:-

    (i)   Single Girl Child: Yes ☐   No ☐

    (ii)   Specially abled (Divyangjan):   Yes ☐   No ☐

    (iii) Belonging to the EWS: Yes ☐   No ☐

    (Attach proof wherever applicable)

6. Category: (Attach proof) : General ☐ SC ☐ ST ☐ OBC ☐ EWS ☐

7. Aadhar No. (Not mandatory) (Attach proof) ....

8. Name & Address of the last attended school: ....

    ....

9. Class Last attended ....

10. Last School affiliated is

(i) CBSE [ ] (ii) ISCE [ ] (iii) IB [ ]

(iv) State Board [ ] (v) Any other (please specify) ....

11. Result of last class :

Subject	Maximum Marks	Marks obtained	% of Marks	Remarks

12. Transfer Certificate Details* :-

Transfer Certificate No :- ....

Date of Issue :- ....

13. Details of siblings (if any)

	Brother/Sister	Age	School studying in
Name			

DELCLARATION

I hereby declare that the above information including Name of the Candidate, Father's/ Guardian's Name, Mother's name and Date of Birth furnished by me is correct to the best of my knowledge & belief. I shall abide by the rules of the School.

Date ....

Signature of the Parent(s)/Guardian

Place ....

Relation with candidate ....

Correct entries from the Admission Forms to Admission and Withdrawal Register have been made on page no……………. on dated …………………..

Signature of the Principal

* In case, student is from other board, Transfer Certificate should be countersigned by the Competent Authority.

Central Board of Secondary Education

DRAFT FORMAT OF ADMISSION AND WIDTHDRAWL REGISTER

S.no.	Admission No.	Date of admission	Name of Student	Class to which admitted	Mother's Name & Occupation	Father's Name & Occupation	Address		Name & Address of Guardian (if any) with occupation	SC/ST/ OBC/ General/ EWS
							Present	Permanent		
1	2	3	4	5	6	7	8	9	10	11

Date of Birth (in figures and words)	Supporting documents with No. & date of issuing D.O.B	Name of the last attended school	Last attended class	No. of Transfer Certificate issuing date	Signature of Recipient	Signature of Class Teacher / Principal
12	13	14	15	16	17	18

DRAFT TRANFER CERTIFICATE

Affiliation No. .... School Code ....

Book No. .... Sl. No. .... Admission No. ....

1. Name of the Student :- ....

2. Mother's Name :- ....

3. Father's/Guardian's Name :- ....

4. Date of Birth (in Chiristian Era) according to Admission & Withdrawal Register.

    (In figures) .... (in words) ....

5. Proof for Date of Birth submitted at the time of admission ....

6. Nationality :- ....

7. Whether the candidate belongs to Schedule Caste or Schedule Tribe or OBC:-

    ....

8. Date of first admission in the School with class: ....

9. Class in which the pupil last studied (in figure) .... (in words) ....

10. School/Board Annual Examination last taken with result: ....

11. Whether failed, if so once/twice in the same class : ....

12. Subject Studied : 1 .... 2...................... 3 .... 4...................... 5 ....

13. Whether qualified for promotion to the higher class:

    If so, to which class (in fig) .... (in words) ....

14. Total No. of working days in the academic session: ....

15. Total No. of presence in the academic session: ....

16. Month upto which the people has paid school dues ....

17. Any fee concession availed of, if so, the nature of such concession ....

18. Whether NCC Cadet/Boy Scout/Girl Guide (details may be given) ....

19. Whether school is under Govt./Minority/Independent Category ....

20. Games played on extra curricular activities in which the pupil usually took part (mention

    achievement level therein) ....

    ....

21. Date of application for certificate : ....

22. Date on which pupils name was struck off the rolls of the school: ....

23. Date of issue of certificate : ....

24. Any other remarks : ....

I hereby declare that the above information including Name of the Candidate, Father's Name, Mother's Name and Date of Birth furnished above is correct as per school records.

Date ....   Signature of the Principal ....

Section VII

FLOW OF STUDENT'S DATA IN SCHOOL RECORDS

FLOW OF STUDENT'S DATA IN SCHOOL RECORDS

Maintaining correct student's data by any School Education Board is of highest importance. Accordingly, a system to ensure correct data in school records has been devised based on legal standing.

The Registration of Births and Deaths Act, 1969 stipulates that it shall be the duty of the persons to register birth and death of a person in their family within stipulated period. On both the occasions, a certificate is issued by the concerned authority as per Registration of Births and Deaths Act, 1969 by giving all related vital details of the person whose birth/death has taken place. In case of birth, birth certificate contains the name of the person whose birth has taken place, Mother's name, Father's name, date of birth and place of birth.

Birth Certificate is a legal document establishing the identity of a person with respect to date of birth and the parents.

In education, Birth Certificate is first time used at the time of admission in entry class of a child in a school. The data of the child is transferred from the Birth Certificate to the Admission Form. Copy of the Birth Certificate is also enclosed as a proof with Admission Form in the entry class.

Once admission is granted by the school, Admission Form is preserved by the school and data of the child is transferred from Admission Form to the Admission Withdrawal Register maintained by the school. Meaning thereby, the name of the child/student, his/her Mother's and Father's name, date of birth of the child and address etc., are recorded in the Admission Withdrawal Register from the Admission Form. Thereafter, annual progress of the student is recorded in this register.

Now let say, after studying for 5 years in the first school, the student is changing the school because of any reason, a Transfer Certificate which is commonly known as T.C. is issued to outgoing student. In the T.C., all data of the student as recorded in the Admission and Withdrawal Register is mentioned alongwith the reason of leaving the school. In Admission and Withdrawal Register also, entries are made that T.C. number XYZ has been issued to the student as per request received alongwith date of issue of T.C.

When student will seek admission in new school, again data from T.C. will be transferred to the Admission Form and thereafter from the Admission Form to the Admission Withdrawal Register. Till now, it could be seen that data of the students taken from Birth Certificate to second school is the same only.

Now, student is promoted to class-IX, in CBSE system, registration of the student is done based on the data of the student available in the Admission Withdrawal Register. The student is also provided a Registration Card with all vital data of the student as mentioned above and

the subjects offered by student in class-IX. Before final submission of data to the Board, the same is shown to the parent/student and got verified for its correctness.

Thereafter, in the class-X, Examination Form will be filled in by the school on behalf of the student, in which data of class-IX registration is shown to school and schools are directed to confirm the correctness of data and thereafter submit the same. The List of Candidates i.e., Examination Form is got verified from the parent/student before the final submission of the data to the Board for the correctness of the data.

When student is admitted to class XI, again registration is done and all formalities as done in Class IX is completed in Class XI also for registration of the student. Here also, the student is provided the Registration Card with all vital data of the student.

On being promoted to class XII, the Examination Form is filled in and all actions as taken in Class X are repeated in Class XII also to confirm the correctness of the data.
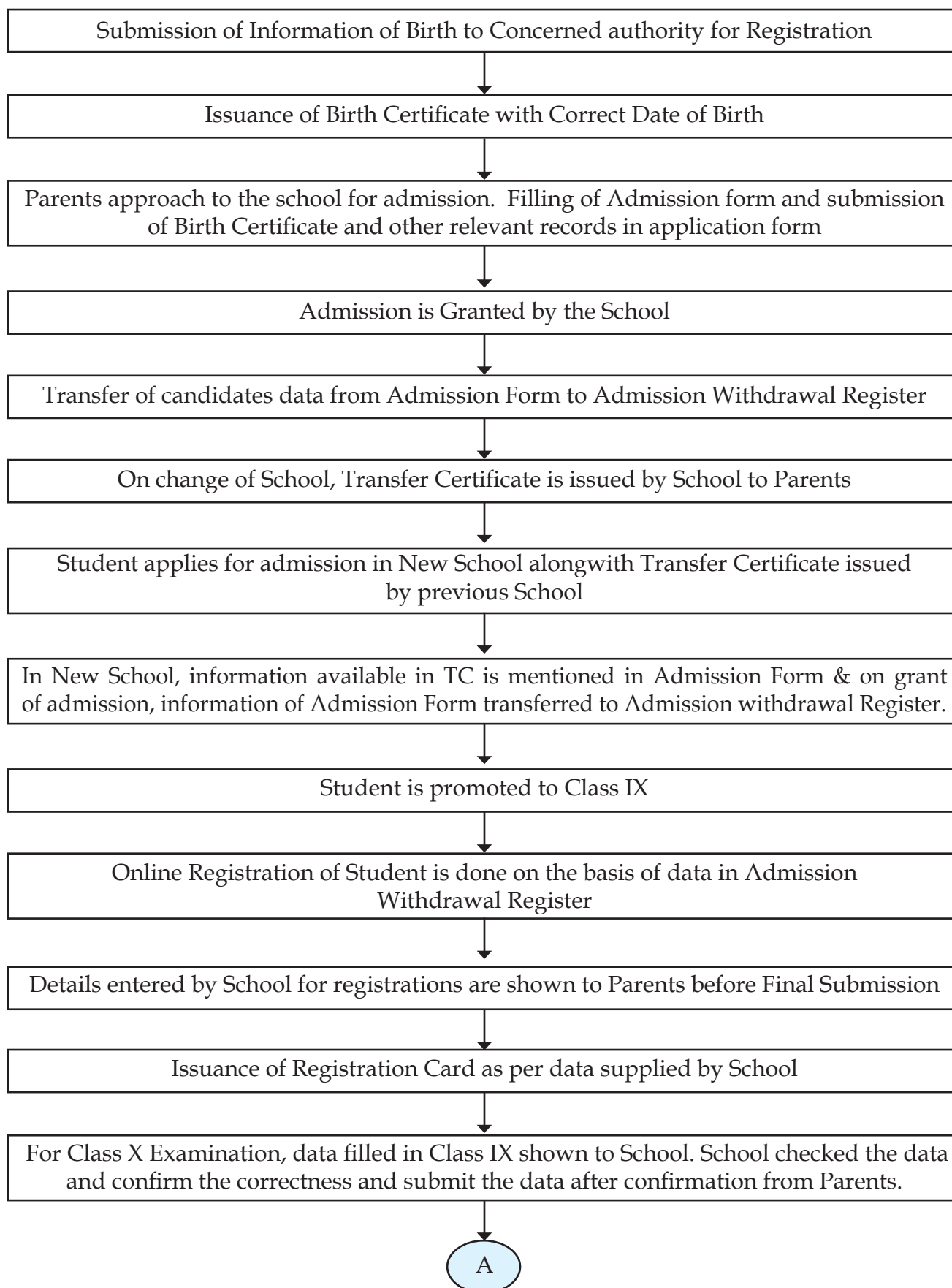
Accordingly, as per Board's rule, after passing Class X/XII, only correction is made in the data and no change in the data is allowed. If the request for change in data is received, it is not accepted as data is linked from Birth Certificate to passing of Class X/XII.
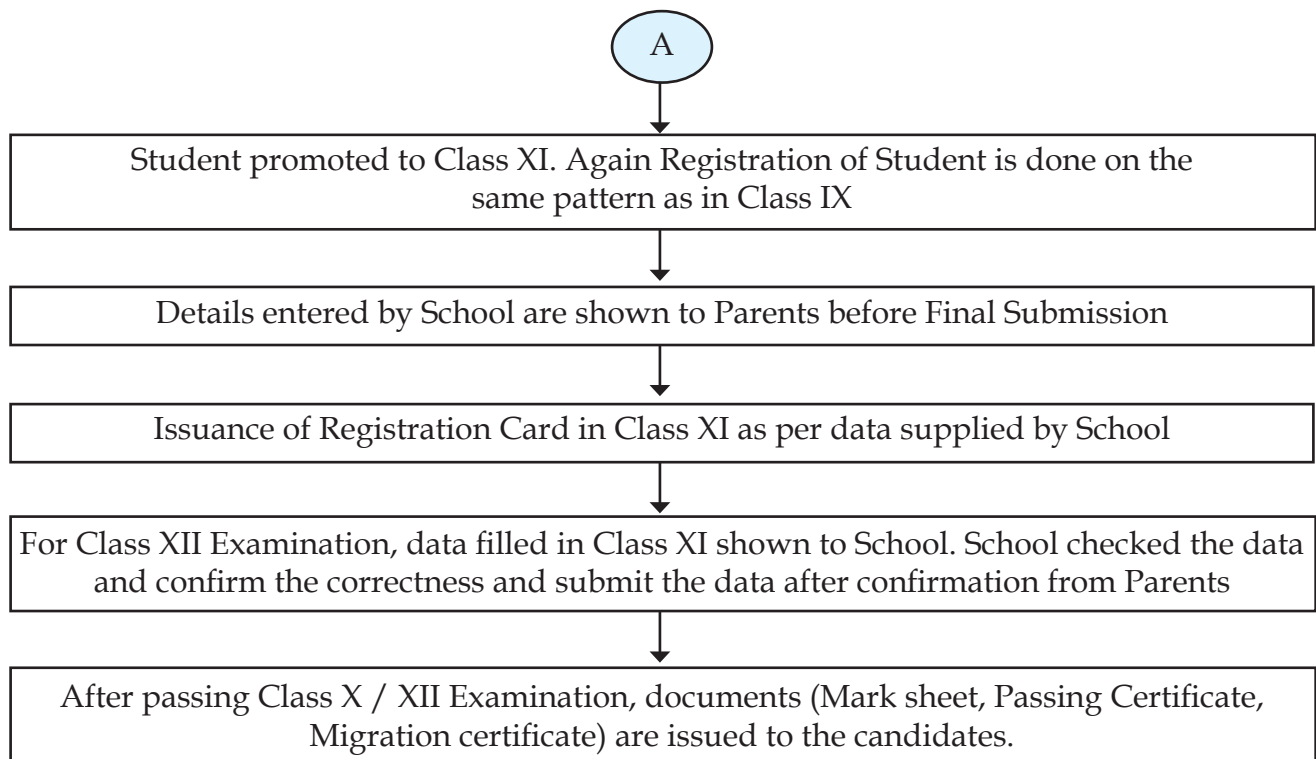
To avoid any problem, school, parents and students should ensure that their data remains same from the Date of Birth Certificate to the Admission in first school and till the passing of Class X/XII. Parents may be informed by the school to keep the following points in mind so that they are not facing the problem in future as far as correctness of data is concerned:

1. Spelling of name of Student/Mother/Father/Guardian should be as is recorded in the Birth Certificate and maintained as per Admission and Withdrawal Register by the school.

2. Date of Birth is as per the Birth Certificate and as per Admission and Withdrawal Register maintained by the school.

3. Expanded name of student and Mother/Father/Guardian should be given by the student/parents. No abbreviations be given.

4. May check that their data is similar in all the documents like Date of Birth Certificate, School records, Aadhaar Card and Passport etc.

5. Parent will anticipate the requirement of the surname as when visiting abroad, it may be required by the visiting country to have both name and surname. Hence, surname be mentioned in the data alongwith first name.

6. Mother's name should as known after marriage.

7. No nick/pet name be mentioned.

8. Date of Birth certificate should have been issued within stipulated period as mentioned in the Registration of Births and Deaths Act, 1969.

If all above efforts are made sincerely and strictly, requests for even correction will be minimised and thus Board with the alertness of the schools will be able to check many unfair requests of change of candidate's data.

Flow of Students Data in School Records (In Section III)

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┌─────────────────────────────────────────────────────────────────────┐
│   Submission of Information of Birth to Concerned authority for       │
│                          Registration                                 │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│        Issuance of Birth Certificate with Correct Date of Birth       │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│  Parents approach to the school for admission.  Filling of Admission  │
│  form and submission of Birth Certificate and other relevant records  │
│                       in application form                             │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│                  Admission is Granted by the School                   │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│  Transfer of candidates data from Admission Form to Admission         │
│                       Withdrawal Register                             │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│  On change of School, Transfer Certificate is issued by School to     │
│                              Parents                                  │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│  Student applies for admission in New School alongwith Transfer       │
│           Certificate issued by previous School                       │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│  In New School, information available in TC is mentioned in Admission │
│  Form & on grant of admission, information of Admission Form          │
│         transferred to Admission withdrawal Register.                 │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│                  Student is promoted to Class IX                      │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│  Online Registration of Student is done on the basis of data in       │
│              Admission Withdrawal Register                             │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│  Details entered by School for registrations are shown to Parents     │
│                    before Final Submission                            │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│      Issuance of Registration Card as per data supplied by School     │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
┌─────────────────────────────────────────────────────────────────────┐
│  For Class X Examination, data filled in Class IX shown to School.    │
│  School checked the data and confirm the correctness and submit the   │
│            data after confirmation from Parents.                      │
└─────────────────────────────────────────────────────────────────────┘
                                  ↓
                                ( A )
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Central Board of Secondary Education

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                    ┌─────┐
                    │  A  │
                    └──┬──┘
                       │
                       ▼
┌─────────────────────────────────────────────────────────────────┐
│   Student promoted to Class XI. Again Registration of Student is   │
│             done on the same pattern as in Class IX                │
└─────────────────────────────────┬─────────────────────────────────┘
                                   │
                                   ▼
┌─────────────────────────────────────────────────────────────────┐
│   Details entered by School are shown to Parents before Final      │
│                            Submission                              │
└─────────────────────────────────┬─────────────────────────────────┘
                                   │
                                   ▼
┌─────────────────────────────────────────────────────────────────┐
│   Issuance of Registration Card in Class XI as per data supplied   │
│                            by School                               │
└─────────────────────────────────┬─────────────────────────────────┘
                                   │
                                   ▼
┌─────────────────────────────────────────────────────────────────┐
│   For Class XII Examination, data filled in Class XI shown to      │
│   School. School checked the data and confirm the correctness      │
│     and submit the data after confirmation from Parents            │
└─────────────────────────────────┬─────────────────────────────────┘
                                   │
                                   ▼
┌─────────────────────────────────────────────────────────────────┐
│   After passing Class X / XII Examination, documents (Mark sheet,  │
│   Passing Certificate, Migration certificate) are issued to the    │
│                         candidates.                                │
└───────────────────────────────────────────────────────────────────┘
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Section VIII

EFFORTS OF THE BOARD TO RECORD CORRECT DATA

EFFORTS OF THE BOARD TO RECORD CORRECT DATA

The CBSE has observed that a large number of requests is received from the students to correct their personal data after passing Class X/XII. Several times, these requests are made even after 10-15 years of passing class X/XII. To ensure that students/parents are made responsible and provide the correct data to the CBSE, at following occasions, correctness of the data is got verified from the parents/student/school:

1. Registration data of class IX is got verified before final submission by the school to the Board

2. Registration card is issued to the student wherein undertaking is given by the parent/student/school about the correctness of data.

3. In class X, printout of List of Candidates is provided to parents for verification of the correctness of data wherein they are signing for the correctness of data.

4. Admit card is issued for Class X examination wherein again parent, student and school are signing an undertaking about the correctness of data on the Admit Card itself.

5. After passing Class X, passing document is issued to the students by the Board, wherein again undertaking is given by the parent, student and school about the correctness of data given in the passing document.

6. Registration data of class XI is got verified before final submission by the school to the Board.

7. Registration card is issued to the student wherein undertaking is given by the parent/student/school about the correctness of data.

8. In class XII, printout of List of Candidates is provided to parents for verification of the correctness of data wherein they are signing for the correctness of data.

9. Admit card is issued for Class XII examination wherein again parent, student and school are signing an undertaking about the correctness of data on the Admit Card itself.

10. After passing Class XII, passing document to be issued to the students by the Board in 2020, wherein again undertaking will be taken from the parent, student and school about the correctness of data given in the passing document.

11. All these documents will also be made available in the DigiLocker of the student concerned.

The schools are requested to guide the parents on the issue of correctness of personal data of the candidate. Also, data of the students should be maintained keeping above information in mind in the school record. Schools should make efforts that data in the school records is 100% correct and also the same is transferred to the CBSE correctly so that future problems of correcting data could be avoided.

Section IX

STANDARD OPERATING PROCEDURES FOR ADMISSION TO CLASS IX AND CLASS XI

Section IX

STANDARD OPERATING PROCEDURES FOR ADMISSION TO CLASS IX AND CLASS XI

Admission in class-IX and class-XI is a natural phenomenon as students of schools affiliated to the Board upto Middle Level are seeking admissions in class-IX and students from Secondary Level Schools are seeking admissions in class-XI in other CBSE affiliated schools. Also students of senior level schools change school in class XI due to non-availability of desired subjects in the previous school.

It has been observed by the Board that many students also change school while they are studying in class IX or class XI in Secondary and Senior Secondary schools on the grounds of shifting of family, better education, distance between residence and school, medical ground, change of Board etc. Even requests are made at the fag end of the academic session for change of school. Last minute shifting of school does not provide conducive educational environment to students, as they are not well acquainted with new classmates and teachers.

In order to enable students to study in conducive environment, the following Standard Operating Procedures (SOPs) are to be followed by the schools:

	CATEGORY OF ADMISSIONS	FORMALITIES TO BE FULFILLED BY PARENT(S) / SCHOOL AT THE TIME OF SUBMISSION OF CASED OF ADMISSIONS TO THE SCHOOL /BOARD
01	a. Shifting from Middle Level School to Class-IX b. Shifting from Secondary Level School to Class-XI c. Shifting to class-XI, from one Senior Secondary School to another because of non-availability of subjects	In all cases, admission will be given by the admitting schools by fulfilling their requirements as per rules. No permission is to be sought from the CBSE. However, all such admissions should fulfil all criteria of the Examination and Affiliation Bye-laws of the CBSE.
02	Shifting of school because of transfer of parent from one station to another station. (Students whose parent(s) are in service)	a. Request of the parent. b. #Report card of previous class. c. * Transfer Certificate of previous school. d. Copy of Transfer Order attested (in blue ink only) by the office where parent(s) of student joined after transfer. e. Local Residence Address as per officer record to be issued by the Office where parent(s) of student joined after transfer.

03	Shifting because of completion of the service tenure of parent(s) **(Students whose parent(s) are/were in service where government accommodation has/had been availed)**	a. Request of the parent. b. # Report Card of previous class. c. * Transfer Certificate of previous school. d. Copy of Relieving Order issued by the office where parent(s) of student was working. e. Sale Deed/Conveyance Deed/Gift Deed/ Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules as proof of Local Residence Address. f. Undertaking of relationship, if student concerned will be residing with his/ her relatives from the date of provisional admission in new school. g. Any Identity proof of the relative, issued by Centre/State Govt.
04	Shifting of family	**A. Due to shifting of Business** a. Request of the parent. a. # Report Card of previous class. b. *Transfer Certificate of previous school. c. Proof of old business address d. Change in current account address in bank record. e. Proof of address change with tax authorities. f. Change in TAN Card with updated new address.
		B. Due to Joining another organisation/ establishment: a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. A copy of Appointment Letter attested (in blue ink only) by the organisation/establishment where parent(s) of student joined. e. Local Residence Address as per office record to be issued by the organisation/establishment where parent(s) of student joined. f. Undertaking of relationship, if student concerned has been residing alongwith his/ her relatives from the date of provisional admission in new school. g. Any Identity proof of the relative, issued by Central/State Govt.
		C. Due to Purchase of House: a. Request of the parent. b. #Report Card of previous class.

		c. *Transfer Certificate of previous school. d. Sale Deed/Conveyance Deed/Gift Deed/ Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules. e. Relevant Documents of Bank/Loan Sanctioning Letter.
		D. Due to Rented House: a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Registered Rent Agreement of new rented house. e. Latest Rent Receipt of new rented House.
05	Shifting to Hostel	a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Statement/ Declaration of the parent(s) on shifting to hostel with evidences. e. Certificate from the admitting school to the effect that hostel has been existing from.......... years (No. of years) f. Fee Payment Receipts of hostel issued by school.
06.	Shifting from Hostel	a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Statement/ Declaration of the parent(s) on shifting to hostel with evidences. e. Fee payment receipts of hostel issued by previous school. f. In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences.
07	Re-admission in other school due to Fail in class-IX or class-XI.	a. Request of the parent. b. Copy of Report Card. c. *Transfer Certificate of previous school. d. Reasons to change the school with documentary evidences.
08.	Better Education	a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Following information from both the school i.e.Admitting and Leaving. • Result of last five years of Board's Examination

		• Qualifications & Teaching Experience of Teachers teaching class-IX/XI (as the case may be).
09	Long Distance	a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Justification to be given by parent of student to change school.
10	Medical Ground	a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Undertaking by parent about the distance (in kms.) of old as well as new school from the residence. e. Medical Certificate of Government Hospital.

11	Change of Board	a. Request of the parent.
		b. #Report Card of previous class.
		c. *Transfer Certificate of previous school.
		d. Following information from both the schools i.e. Admitting and Leaving
		  • Result of last five years of Board's Examination
		  • Qualification & Teaching Experience of Teachers teaching class-IX/XI (as the case may be)
		e. Justification to be given by parent of student to change Board.

The following may also be complied with:-

1. All the documents of the previous school should be attested by the Principal of the previous school.

2. #Report Card of previous class clearly mentioning 'Qualified / passed' duly attested by the Principal of school.

> While granting admission, only correct particulars of the candidate be recorded.

3. (a) In case Transfer Certificate issued by a CBSE affiliated school, directions as given in Circular No. CBSE/T.C. Uploading/2018 dated 01.10.2018 to host the T.C. on the school website be complied with (CBSE affiliated schools should not send TC to CBSE for verification/counter signature).

   (b) If Transfer Certificate issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.

4. Schools will send all the requests for Class-IX and Class-XI admissions, in ONE GO in the enclosed format. No second request shall be entertained.

5. Non-refundable processing fee as mentioned below be remitted in the form of Demand Draft in favour of Secretary, CBSE payable at the place of the concerned Regional Office and be sent along with the request:-

Categories	Admission Schedule	Processing Charges
CATEGORY OF ADMISSIONS- S. No. 1	As per schedule intimated by the school	No action at the end of CBSE
CATEGORY OF ADMISSIONS- S. No. 2 and 3	On the receipt of request by the school as per Examination Bye-Laws	—
CATEGORY OF ADMISSIONS- S. No. 4 to10	i) Upto 31st July of the academic session ii) W.e.f. 1st August upto 30th September of the academic session	— Rs.1000/- per student*
CATEGORY OF ADMISSIONS - S. No. 11	As per schedule intimated by the school	Rs. 1000/- per student*

* It is not applicable on Kendriya Vidyalayas and Government Schools.

In order to avoid last minute complications including unwanted stress & strains, following schedule be adhered to:-

S.No.	ACTIVITY	SCHEDULE FOR SENDING REQUESTS/ DOCUMENTS TO BOARD'S OFFICE
1.	Admission in Class IX/XI	a) As per school's schedule after completing formalities as given above in table for category-1.
		b) Upto 30th September of the academic year in categories 4 - 11 by the Schools after completing formalities as given above in table for eachcategory.
2.	Schools to compile all such admission cases at 1(b) above in tabular form (separately for Class IX and XI) supported with documents as mentioned above.	To be sent to concerned Regional Office so as to reach within 07 days of Activity at S.No. 01 (b) above i.e. 7th October of the academic session.
5	Last date for according approvals by CBSE	7th November of the academic session.

| 6 | In case of admissions in Class- IX/XI under categories 2 and 3 | a. | Upto 30th September of the academic session. |
| | | b. | For admissions w.e.f. 1st October of the academic session, to be sent to concerned Regional Office so as to reach within 07 days of Admission. |

All schools are directed to read, understand and comply with the Standard Operating Procedures strictly and in toto. Schools will ensure that all the documents as per requirement are obtained from the student/parent concerned and provided to the concerned Regional Office, wherever required. Schools will also ensure that no student shall be provided admission who is coming from unaffiliated school.

School shall also ensure that admissions are granted as per the schedules given. Any admission in contravention of the schedules shall be rejected and the liability shall be on the part of the school.

Section X

STANDARD OPERATING PROCEDURES FOR
ADMISSION TO CLASS X AND CLASS XII

STANDARD OPERATING PROCEDURES FOR ADMISSION TO CLASS X AND CLASS XII

The Academic session for all classes starts from April to March every year. It has come to the notice of the CBSE that quite a large number of students change their school while studying in Class X or Class XII on the grounds of shifting of family, better education, distance, medical ground, etc. In order to ensure better adaptability to the academic environment of new school, students desirous of changing school may be advised to change the school while studying in Class IX or in Class XI. All cases of admission shall be regulated by the relevant rules contained in the Examination Bye-laws.

However, to streamline the process of admission in Class X/XII, the Standard Operating Procedures (SOPs) are as under:

CATEGORY OF DIRECT ADMISSIONS		FORMALITIES TO BE FULFILLED BY SCHOOL AT THE TIME OF SUBMISSION OF CASES OF DIRECT ADMISSIONS TO THE CBSE
01	**Shifting of school because of transfer of parent from one station to another station.** (Students whose parent(s) are in service)	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Copy of Transfer Order attested (in blue ink only) by the Office where parent(s) of student joined after transfer. (f) Local Residence Address as per the office record to be issued by the Office where parent(s) of student joined after transfer.
02	**Shifting of family**	**Due to Shifting of Business** (a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Proof of old business address (f) Change in current account address in Bank record (g) Proof of address change with Tax authorities (h) Change in TAN Card with updated new address (i) Receipt of Property Tax/Rent Receipt.

<table>
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Due to Joining another organisation/establishment:
(a) Request of the parent
(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.
(c) #Report Card of previous class.
(d) *Transfer Certificate of previous school.
(e) A copy of Appointment Letter attested (in blue ink only) by the organisation/establishment where parent(s) of student joined.
(f) Local Residence Address as per the office record to be issued by the organisation/establishment where parent(s) of student joined.
(g) Undertaking of relationship, if student concerned has been residing alongwith his/her relatives from the date of provisional admission in new school.
(h) Electricity Bill in respect of the premises of the relative, if he or she is house owner OR two Receipts of Rent, if on rent.
(i) Any Identity proof of the relative, issued by Central/State Govt.

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Due to Purchase of House:
(a) Request of the parent
(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.
(c) #Report Card of previous class.
(d) *Transfer Certificate of previous school.
(e) Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc., duly registered before the Registration Authority concerned of the State as per rules.
(f) Relevant Documents of Bank/Loan Sanctioning Letter.

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Due to Rented House:
(a) Request of the parent
(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.
(c) #Report Card of previous class.
(d) *Transfer Certificate of previous school.
(e) Initial Rent Agreement of previous rented house alongwith last Rent Receipt.
(f) Registered Rent Agreement of new rented house.
(g) Latest Rent Receipt of new rented House.

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03	**Shifting to Hostel**	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Statement/Declaration of the parent(s) on shifting to hostel with evidences. (f) Certificate from the admitting school to the effect that hostel has been existing from .... years (No. of years). (g) Fee Payment Receipts of hostel issued by school. (h) Proof of Hostel fee transaction i.e., Bank Statement showing debit (from parent's account and credit to the school's account) of both (Parent and School).
04	Shifting from Hostel	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Statement/Declaration of the parent(s) on shifting from hostel with evidences. (f) Fee payment receipts of hostel issued by previous school. (g) In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences
05	**Re-admission due to Fail/not appeared in Exams/ Improvement / Compartment**	**Re-admission in same school :** (a) Request of the parent (b) Old Roll Number (Admit Card) and copy of Marks-statement(s), whichever applicable. **Re-admission in other school :** (a) Request of the parent (b) Old Roll Number (Admit Card) and copy of Marks-statement(s), whichever applicable. (c) Reasons to change the school with documentary evidences.
06	**Better Education**	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Following information from both the schools i.e., Admitting and Leaving –

			(i) Result of last five years of Board's Examinations (ii) Qualifications and Teaching Experience of Teachers teaching Class-X/XII of the subjects opted by the student (as the case may be).
07	**Long Distance**		(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Undertaking by parents about the distance (In Kms.) of old as well as new school from the residence. (f) Justification to be given by parent of student to change school at this stage.
08	**Medical Ground**		(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Undertaking by parents about the distance (In Kms.) of old as well as new school from the residence. (f) Medical Certificate of Government Hospital.

The following may also be complied with:-

1   All the documents of the previous school should be attested by the Principal of the previous school.

2   All other documents should be duly attested by the Principal of the admitting school.

3   # Report Card of previous class clearly mentioning **'Qualified / Passed'** (on having obtained minimum 33% marks in all five main subjects) duly attested by the Principal of school.

   1.   *(i)   In case Transfer Certificate issued by a CBSE affiliated school, directions as given in Circular No. CBSE/T.C.Uploading/2018 dated 01.10.2018 to host the T.C. on the school website be complied with **(CBSE affiliated schools should not send TC to CBSE for verification/counter signature).**

      (ii)   In case TC is issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.

5.   **Schools will send all the requests for Class-X and Class-XII in one go in the enclosed format.** No second request shall be entertained.

6. Non-refundable processing fee as mentioned below be remitted in the form of Demand Draft in favour of Secretary, CBSE payable at the place of the concerned Regional Office and sent alongwith the request:-

| CATEGORY OF DIRECT ADMISSIONS- S.No 1 | Rs.1000/- per student |
| CATEGORY OF DIRECT ADMISSIONS- S.No 2 to 8 | Rs.5000/- per student |

All schools are directed to read, understand and comply the SOPs in toto. School will ensure that all the documents as per requirement are obtained from the student/parent concerned and provided to the concerned Regional Office. To match the activities of admission with the schedule of submission of List of Candidates the following schedule be followed strictly. This schedule is for 2021 exam only due to pandemic.

S.No.	ACTIVITY	SCHEDULE
1	Direct admission of students in Class X/XII	Upto 7th September, of the academic session
2.	Schools to compile all such admissions cases in Tabular Form (separately for Class X and Class XII) supported with documents as mentioned above.	To be sent to concerned Regional Office so as to reach within 07 days of Activity at S.No.01 i.e., 14th September, 2020.
3	Regional Office will also communicate deficiency, if any, to the schools	Upto 30th September, 2020.
4	Schools will communicate fulfilment of deficiency to the Regional Office	Within 07 days from the date of activity at S.No. 03 i.e., 7th October, 2020.
5	Last date for according approvals by CBSE	15th October, 2020
6	a) In case of direct admissions after 7th September based on transfer of parent who is a government employee. b) In case of direct admission within 07 days of declaration of 1st chance Compartment result by the CBSE.	To be sent to concerned Regional Office so as to reach within 07 days of Admission

PROFORMA FOR FORWARDING DIRECT ADMISSION CASES OF CLASS X/XII (TO BE SUBMITTED BY SCHOOL)

Subject : Direct Admission cases during the academic session 20_____ - 20_____

1. School No. and Name :_____

   _____

2. Details of Direct Admission Cases (Class X / XII): -

S. No.	Name of Candidate(s)	Date of Admission (Should be properly mentioned in Admission Form also)	Whether Class –IX / XI pass or Fail	Old School name and Affiliation No.(if CBSE school)	Name of the Board migrating from	Reason for Transfer	Subject change, if any		List of documents attached (As per circular)
							From	To	
1.									
2.									
3.									

3.

	Class IX	Class XI
No. of candidates in current year		

4.

	Class IX	Class XI
Present Strength		
No. of requests received for admission in current session		
No. of candidates registered in previous year		
No. of candidates appeared in previous year		
Total No. of Sections		
a. Total No. of Sections allowed by the CBSE		
b. Total no. of Sections existing		

5. Class wise total strength in the school

Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII

6. Total Rooms available in the school : _____

7. Total Land Area of the school (Sq mtrs) : _____

Central Board of Secondary Education

8. Subject wise Teachers

TGT			PGT					
Sl. No.	Subject	No. of Teachers	Sl. No.	Subject	No. of Teachers	Sl. No.	Subject	No. of Teachers
1			1			7		
2			2			8		
3			3			9		
4			4			10		
5			5			11		
6			6			12		

9. Students Strength Class-wise and Section-wise

IX		X		XI		XII	
Sections	Total No. of Students	Sections	Total No. of Students	Sections	Total No. of Students	Sections	Total No. of Students
A		A		A		A	
B		B		B		B	
C		C		C		C	
D		D		D		D	
E		E		E		E	
F		F		F		F	
G		G		G		G	
H		H		H		H	
I		I		I		I	

It is certified that in respect of above mentioned candidate(s) proposed by the school for direct admission in Class X / XII:-

i.   All the enclosed documents have been personally checked and verified by the undersigned in each case.

ii. The Transfer Certificate(s) issued by CBSE affiliated schools has/have been checked from the school's website and the TC submitted by the student/parent is correct as the uploaded TC.

iii. Affiliation status of the previous school has been checked and found correct.

iv. The case(s) are fulfilling the clauses 6, 7.3/7.5, 8 & 12 of the Examination Bye-Laws.

v.   Number of candidate(s) sponsored by the school for ensuing exam is within the limit prescribed by the Affiliation Unit.

vi. Students are not from any unaffiliated schools and they are regularly attending the classes.

In case, if the above information is found false or incorrect at any time, CBSE may take necessary action against the candidate(s) including cancellation of their admission and may initiate disaffiliation process against the school.

Signature : _____

Name of Principal : _____

Date : _____

School Name : _____

School No. : _____

Affiliation No. : _____

Seal : _____

Section XI

INSTRUCTIONS AND STANDARD OPERATING PROCEDURES FOR CHANGE OF SUBJECT(S) IN CLASSES X & XII

INSTRUCTIONS AND STANDARD OPERATING PROCEDURES FOR CHANGE OF SUBJECT(S) IN CLASSES X & XII

As per Affiliation Bye-laws, the academic session is from April to March. Several students change subject(s) while studying in Class X or XII on various grounds. However, as per the scheme of studies both classes X (IX & X) and XII (XI & XII) is two year course, students be counselled to offer those subjects in Class IX/XI which they would like to continue in Class X/XII and are available in the school, for which provisions exist in the Examination Bye-laws.

You are aware that vide Notification No. COORD/EC-6.12.2018/2019 dated 13.03.2019 at S.No. II amendment in Rule 26 of Examination Bye-laws has been communicated relating to the policy for change in subject(s). As per revised Rule, request for change of subject(s) in Class X/XII will be accepted provided such a request has been made upto 7th September only for session 2020-21. This year, due to the pandemic the

> Subject of any student shall not be changed without following rules and timelines in this regards.

schedule has been revised. In order to streamline the process for change of subject(s) in Class X/XII, Standard Operating Procedures have been framed and are as under:

S. N.	Activity	Schedule
1	Parent/Candidate to apply for change of subject(s) in the format given at Annexure-I in this section alongwith - a) Request of the student/parent for change of subject b) Report card of previous class if school is same c) Report card and Transfer Certificate from previous school, if school has been changed or being changed d) Medical Certificate from Government hospital, in case of medical ground e) Relevant document supporting the reason other than (a) to (d) above	7th September of the academic session
2	When school will receive any request, the same will be analysed by the school as to whether: - a) The reason for change of subject is genuine? b) What was the performance in class IX/XI? c) Whether the child is unable to cope up? (d) New subject requested to offer is available in school e) Teacher of desired subject is also available in the school f) School has affiliation in respect of that subject from Affiliation Unit or from Skill Education Unit (for Skill subjects)	7th September of the academic session

	g) Selected combination of subjects is valid as per the scheme of studies.	
3	Schools to compile all subject change cases in tabular form (separately for Classes X and XII) supported with documents as mentioned above and forward the requests to Regional Office of CBSE with specific recommendation of subject teacher/class teacher and Principal alongwith relevant documents/marksheet, etc. Format of letter is given at Annexure-II in this section. (only one request each for Class X & XII will be accepted from each school).	14th September
4	Regional Office to communicate deficiency, if any, to the schools	Within one month from the date of receipt i.e. 30th September
5	Schools will communicate fulfilment of deficiency to the Regional Office	within 07 days from the date of activity at Sl. No.04 i.e. 7th October
6	Last date for according approval by CBSE	21st October
7	a) In case of change of subject on account of direct admission after 7th September based on transfer of parent who is a government employee b) In case of change of subject on account of direct admission within 07 days of declaration of 1st chance Compartment result by CBSE	To be sent to concerned Regional Office so as to reach within 07 days of admission

Before forwarding the request to CBSE, school will ensure that: -

1. In no manner, any request to change the subjects that parents will make their own arrangement of study will be accepted by the CBSE. Now, almost all the subjects are having internal assessment and schools need to provide the performance in internal assessment of the student. Hence, without regular study, internal assessment cannot be done.

2. Schools will not deviate from the directions issued by the CBSE. If in any case, it is found that instructions have not been followed, CBSE will reject the request for which school will be held responsible.

Schools should not offer any subject in Class – XII for which they have not been granted permission by Affiliation Unit, CBSE.

3. Schools are requested to read and understand above directions so that the same are strictly complied with.

4. Schools will ensure that all documents as per requirement are obtained from the parent/ student and provided to the concerned Regional Office.

5. All documents need to be provided in chronological order as mentioned above in all the cases.

To,

The Principal,

_____

_____

Sub: Request for change of subject in respect of Ms/Master _____ of Class
_____.

Madam/Sir,

My ward, Ms/Master _____, a student of

your school of Class/Section _____ is seeking change in the subject(s) due to the

following reasons-

(a)

(b)

Documents as under are enclosed in support of the reasons-

a)

b)

I request you to allow change of subject(s) of my ward as under:-

S.No.	Present subject(s)		Subjects to be taken	
		Name		Name
1				
2				

_____

Signature of Parent (with date)

Name:_____

Address_____

Contact No._____

Email ID:_____

Central Board of Secondary Education

[On School Letter Head]

To,
Regional Officer
CBSE

_____

_____

Sub: Request for change of Subject(s) in Class _____.

Madam/Sir,

I am forwarding herewith the requests for change of subject(s) in respect of following students alongwith relevant documents:

	Students Details			Change in Subject			
S.No.	Name of Student	Reason for change of subject(s)	Documents supporting the reason	From		To	
				Sub Code	Sub Name	Sub Code	Sub Name

It is certified that I have carefully examined the requests as per instructions provided by the CBSE. The subjects are valid combinations and available in the school. Regular and Qualified teacher(s) in the subject(s) is/are also available in the school to teach the subject(s).

I recommend the above change in the subject(s) keeping in view the interest and future of the student(s). Kindly allow the above changes in the subjects.

Principal Name/Sign

Section XII

STANDARD OPERATING PROCEDURES AND EXEMPTIONS/CONCESSIONS EXTENDED TO PERSONS WITH BENCHMARK DISABILITIES FOR CLASS X & XII EXAMINATIONS CONDUCTED BY THE CBSE

STANDARD OPERATING PROCEDURES AND EXEMPTIONS/CONCESSIONS EXTENDED TO PERSONS WITH BENCHMARK DISABILITIES FOR CLASS X & XII EXAMINATIONS CONDUCTED BY THE CBSE

The CBSE, being sensitive to the needs of disabled students, is extending several exemptions/concessions to the candidates with disabilities as defined in The Rights of Persons with Disabilities Act – 2016 and as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 as contained in Notification dated 4th January, 2018 in The Gazette of India No. 61 dated 5th January, 2018(File No. 16-09/2014-DD-III).

It has been observed that neither the schools nor the students are fully aware about these exemptions and are also not following correct way of seeking available exemptions during their course of studies and examinations. In order that all the concessions/exemptions extended by the Board and the correct way for requisitioning for the same are made available in a single document, The CBSE has compiled all exemptions/concessions and Standard Operating Procedures so that stakeholders can be made aware about the same and are attached as under:

1. Annexure A - Exemptions/Concessions/Rules applicable for both Class X & XII Board Examinations

2. Annexure-B- Schedule for making request by the Parent/Candidate to avail facilities/exemptions. The schedule is only for 2021 examination due to the pandemic.

3. Annexure-C- Proforma of the certificate regarding physical limitation for an examinee to write

4. Annexure-D - Draft application to be submitted by the parent to the school for availing any exemption, alongwith copy of certificate of disability

5. Annexure-E - Proforma for submitting the details of the scribe/reader in case the person with benchmark disabilities opting for own Scribe/Reader

6. Annexure-F- Schedule for forming panel of scribes/Readers by school

7. Annexure-G - Categories of disabilities alongwith concessions/exemptions applicable

8. Annexure II of Notification dated 4th January, 2018 of the Ministry of Social Justice and Empowerment{Department of Empowerment of Persons with Disabilities(Divyangjan) published in The Gazette of India dated 5th January, 2018 containing Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016

Students studying in schools affiliated to the CBSE and desirous of availing the exemptions/concessions should approach the concerned Regional Offices of CBSE through the Heads of their Institution preferably while in Class IX and/or XI. The request should be supported by relevant medical certificate and recommendation from the Head of the School/Institution. Only those students would be considered for grant of exemption/concession in whose respect relevant category has been entered during registration in Class IX and/or XI.

Advisory to schools as per the Guidelines of Inclusive Education of Children with Disabilities (IECD):

a.   Ensure that no child with special needs is denied admission in Mainstream Education

b.   Monitor enrolment of disabled children in schools

c.   Schools to provide support through assistive devices and the availability of trained teachers

d.   Modify the existing physical infrastructure and teaching methodologies to meet the needs of all children including Children with Special Needs

> CBSE Helpline Number is 1800-11-8002 which is functional on all working days from 9.00 AM to 5.30 PM.

e.   Ensure that the school premises are made disabled friendly by 2020 and all educational institutions including hostels, libraries, laboratories and buildings have barrier free access for the disabled

f.   Ensure availability of Study material for the disabled and Talking Text Books, Reading Machines and computers with speech software

g.   Ensure adequate number of sign language interpreters, transcription services and a loop induction system for the students with Speech Language disability

h.   Revisit classroom organization required for the education of Children With Special Needs

i.   Ensure regular in-service training of teachers in inclusive education at the elementary and secondary level.

These changes will be applicable w.e.f. 2021 examination onwards.

Above directions are issued for strict compliance by all stakeholders. It is also informed that requests received as per the schedule shall only be considered. Hence, you are requested to apprise the students and parents accordingly. The said exercise will help the PwD candidates in getting their approvals on time and help the CBSE in taking care of these students while allotting Roll Numbers for Board's Examinations.

EXEMPTIONS/ CONCESSIONS RULES APPLICABLE FOR BOTH CLASS X & XII BOARD EXAMINATIONS

A. GENERAL EXEMPTIONS /CONCESSIONS

S.No.	Concessions	Illustration
1.	Issuing Authority of Medical Certificate	The medical certificate issued by the following agencies/organizations will be considered for granting concessions to Disabled candidates: i) Disability Certificate(s) from the Chief Medical Officer/Civil Surgeon /Medical Superintendent issued by Government hospitals controlled by either the Central or the State Governments. ii) Disability Certificate(s) issued by Recognized institutes of national level viz., National Association for the Blind, Spastic Society of India etc; and iii) Disability Certificate(s) issued by Non-governmental Organizations/practitioners registered with Rehabilitation Council of India/Central Government/State Government of the Respective State. iv) The disability certificate issued by the competent authority at any place shall be accepted. v) The proforma of the certificate regarding physical limitation for an examinee to write is annexed at Annexure-C.
2.	Facility of Scribe and compensatory time	i) Candidates with disabilities as defined in The Rights of Persons With Disabilities Act 2016 are permitted to use a Scribe or allowed Compensatory time as given below or both: For paper of 3 hours duration 60 minutes For paper of 2½ hours duration 50 minutes For paper of 2 hours duration 40 minutes For paper of 1½ hours duration 30 minutes ii) For Categories of disabilities for which scribe/reader/writer/adult prompter is permissible please refer to the Annexure-G
3.	Appointment of Scribe and related instructions	i) The candidate shall have the discretion of opting for his own scribe/reader or request the examination centre for the same. ii) In case Scribe/Reader is provided by Examination Centre, the qualification of Scribe should not be

		more than the minimum Qualification criteria of the examination. However, the qualification should always be matriculation or above. iii) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own Scribe/Reader should submit the detail of the own scribe/Reader as per proforma at Annexure-D Candidate shall also have the option of meeting the scribe two days before the examination. iv) Candidates will be allowed to change Scribe/Reader in case of emergency. The candidate shall also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject. v) Centre Superintendent of the examination centre concerned shall forward to the concerned Regional Officer of the Board, a report giving full particulars of the candidate and of the scribe. vi) Suitable room shall be arranged for the candidate for whom a scribe is allowed and a separate Assistant Superintendent shall be appointed by the Centre Superintendent to supervise his/her examination. vii) Services of Scribe shall be provided free of cost viii) The Scribe shall be paid remuneration by the Centre Superintendent as per norms of CBSE.
4.	Other General instructions/ facilities	i) To facilitate easy access, a few selected schools are made examination centres for special students. However, examination centre once allotted, shall not be changed. ii) Teachers from schools for visually impaired are appointed as Assistant Superintendent(s) (Invigilators) at the special examination centres for visually handicapped. However, precaution is taken to appoint different subject teachers on different days. iii) Answer books of Candidates with Disabilities are sent separately by the Centre Superintendents to the concerned Regional Office iv) A separate column is provided on the title page of the answer book for indicating the category of disability. v) Use of calculator is permitted only for children diagnosed with Specific Learning Disability(Dyscalculia) vi) Magnifying glass/Portable video magnifier is also allowed to Visually Impaired candidate with low vision.

| | | vii) | For Categories of disabilities for which Computer is permissible, please refer to the Annexure-G. |
| | | viii) | Computer will be allowed as per the actual need and skills of the students with disabilities duly supported by certificate issued by registered medical practitioners / qualified psychological consultants recommending use of Computer facility for writing the examination citing the ground on which recommendation for use of computer has been made. Such permission shall be subject to the followings:- |

(a) Use of computer shall be limited to only for typing answers, for viewing the questions in the enlarged font size, for listening the question items. Concerned candidate shall bring his / her own computer or laptop duly formatted and the Centre Superintendent shall allow such candidate after an inspection by the Computer teacher and the same teacher may do the monitoring of the use of the computer. Centre Superintendent may compensate for the loss of time, if any, and record the same.

(b) The computer / laptop brought by the candidate will not have any internet connection so as to maintain the sanctity of the examination.

(c) The candidate shall use the computer / laptop only for the purpose for which permission has been taken.

(d) Such requests along with specific recommendation by the competent medical authority / qualified psychological consultants, shall be sent to the concerned CBSE Regional Office.

(e) Responsibility for use of computer shall lie on the candidate and Board shall not be liable for any consequences arising out of any mis-happening on account of use of computer.

ix) Provision of Reader to read the question paper in case student with disability does not want scribe facility will be allowed but the **Role of Such Person will be limited to Reading of Question Paper**. Request for such permission should be made by the candidate through Principal with specific recommendation by the registered medical practitioner / authorized psychologist. Such cases will be referred to the CBSE Regional Office by the school Principal and permission will be accorded on case to case basis based on merit. **Such candidates will not be allowed to use scribe facility.**

		x) For Categories of disabilities for which relaxation in attendance is permissible please refer to Annexure-G. Relaxation in attendance upto 50% may be considered for candidates with disability who are unable to attend the school for prescribed days. Such recommendations with attendance details must come from the Principal of the school of the candidate alongwith supporting certificate from the registered medical practitioner / authorized psychologist.
5.	**Fee**	Registration and Examination fee for classes IX, X, XI, XII will not be charged from visually impaired candidates as referred to in Annexure-G.

B. SPECIFIC EXEMPTIONS/CONCESSIONS

(1) CLASS X

S.No.	Subject	Exemptions/Concessions
1.	**Exemption from third language**	Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2018 will be exempted from third language.
2.	**Flexibility in choosing subjects**	**(a)** Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2016 have the option of studying one compulsory language as against two. This language should be in consonance with the overall spirit of the Three Language Formula prescribed by the Board. Besides one language, any four from amongst the following groups can be offered:
		Group 1
		Mathematics, Science, Social Science, another language, Music (Any one), Painting, Home Science, Elements of Business, Elements of Book Keeping and Accountancy, Computer Applications
		Group 2
		Any One Skill Subject (except Automotive) for Regular Candidates Only
		Note: Information Technology from Group 2 cannot be offered if Computer Applications from Group 1 is opted.
		(b) Bonafide residents of Delhi appearing as Private candidates as per provisions of Examination Byelaws

S.No.	Subject	Exemptions/Concessions
		cannot take subjects having Practical Component at Secondary level. However, candidates with disabilities as defined in **The Rights of Persons with Disabilities Act 2018** have the option of taking up Music, Painting, and Home Science as the subjects of study.
		(c) Physio-therapic exercises are considered as equivalent to Health and Physical Education course of the Board.
3.	**Alternate questions / Separate Question**	i) Alternative type questions are provided in lieu of questions having visual inputs for visually impaired candidates in the subject Social Science and Maths.
		ii) Question papers in Braille are provided in the subjects Science and Mathematics for visually impaired candidates
		iii) Candidates with low vision are permitted to use magnifying glass/portable video magnifier in lieu of large font question paper wef 2020 examination.

(ii) CLASS XII

S.No.	Subject	Exemptions/Concessions
1.	**Flexibility in Choosing subjects.**	Bonafide residents of Delhi appearing as Private candidates as per provisions of Examination Byelaws cannot take subjects having Practical Component. However, candidates with disabilities as defined in **The Rights of Persons with Disabilities Act 2018** have the option of taking Music (Any one), Painting, Home Science as the subjects of study.
2.	**Separate question papers and questions in lieu of practical component**	(a) In lieu of practicals in the subjects of Physics, Chemistry and Biology disabled candidates are given separate question papers containing Multiple choice questions based on Practical component
		(b) Separate question papers are administered in the subjects of Physics, Chemistry, Mathematics and Biology without any visual input
		(c) Alternative type questions are provided in lieu of questions having visual inputs in the subjects of History, Geography, Political Science and Economics
		Note: For Categories of disabilities for which separate question paper is permissible, please refer to Annexure-G

CWSN candidates are allowed to use only one mode for replying in examination i.e. on computer or in answer book. CWSN candidate can't use both modes in one subject.

SCHEDULE FOR MAKING REQUEST TO AVAIL FACILITES/ EXEMPTIONS IN CASE OF PWD CANDIDATES OF CLASS X/XII

S.No.	ACTIVITY	LAST DATE
1.	i) Schools will inform to the PWD candidates about exemptions/concessions extended by CBSE during annual examinations. ii) Schools will make a list of PWD students after submitting LOC	At the beginning of the academic session.
2.	Students/Parents will make the request to their School for seeking exemptions/concessions during annual examinations alongwith required Certificates/ Documents	Upto 7th September of the academic year
3.	Schools will compile all such requests in tabular form with required Certificates/Documents. While requesting to the Regional Office for exemptions/concessions, schools will also inform the following: - i) In case of class-XII, has candidate availed the facilities in class-X & XI? ii) In case of class-X, has candidate availed the facilities in class-IX? Only one request will be sent by each school to the Regional Office for necessary approval.	05 days from the date of activity of S.No.2 i.e. by 12th September By 19th September
4.	Regional Office will communicate deficiency, if any, to the schools.	By 30th September
5.	Schools will communicate fulfilment of deficiency to Regional Office.	By 7th September
6.	Regional Office will communicate approval to the schools.	By 21st October
7	School will communicate approval of the CBSE to the students	By 30th October

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE (SUGGESTIVE)

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability) S/o/D/o _____ a student of _____(School name & address) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

<div align="right">

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

</div>

<div align="right">

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

</div>

Place:

Date:

Note:

Certificate of disability should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

Central Board of Secondary Education

Principal

(Write School Name & Address here)

_____

_____

_____

Sub: Availing exemption as provided for Disabled students under the Right to Persons with Disabilities Act 2016.

Sir/Madam,

My ward with following credentials is student of your school:-

1.   Name:

2.   Admission No.

3.   Class:
     Section:

4.   Nature of Disablility:

It is requested that following exemption(s) may be granted to my ward:-

a.

b.

The details of Scribe opted by me is as under:-

Date:

                                  (Signature of Parent)

                                  Name:

                                  Email ID:

                                  Contact No.

                                  Address:

Enclosure:

Medical Certificate

Central Board of Secondary Education

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I, _____, a student of _____

_____(name of the school), S/o_____ bearing Roll No.

_____ will be appearing at _____(name of

the centre). My qualification is _____.

I do hereby state that _____(name of the scribe) will provide

the service of scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently

it is found that his qualification is not as declared by the undersigned and is beyound my

qualification, I shall forfeit my right and claims relating to this examination.

(Signature of the candidate with Disability)

Place:

Date:

SCHEDULE FOR FORMING PANEL OF SCRIBES/READERS/LAB ASSISTANTS TO BE PROVIDED TO PWD CANDIDATES OF CLASS X/ XII BY THE SCHOOLS IDENTIFIED AS EXAMINATION CENTRES, IN CASE REQUIRED TO BE PROVIDED

S.No.	ACTIVITY	LAST DATE
1.	Schools identified as examination centres to prepare a panel of Scribes/Readers/Lab Assistants	Within 07 days of getting information of centre fixation
2.	Centre Supdts to send the panel to the concerned Regional Office for approval	To reach concerned RO within 07 days of activity at Sl. No.01
3.	Approval to be communicated to the Centre Superintendents by Regional Offices	Within 15 days of activity at Sl. No.2

TABULAR SUMMARY OF EXEMPTIONS

1. LOCOMOTOR DISABILITY

S.NO.	DISABILITY CODE		Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance (on request)	Exemption in studying second language	Examination through computers	Scribe and compensatory time in case of hand dysfunction	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations
	L		1	2	3	4	5	6	7	8	9	10	11
I(A)	LE		Permanent Physical Impairment of Extremities (Upper and Lower Extremities)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	–
I(B)	LS		Permanent Physical Impairment of the Spine	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	–
I(C)	LA		Permanent Physical Impairment in persons with Amputation	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	–

I(D)	LF	Permanent Physical Impairment in persons with Club Foot and other conditions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—
I(E)	LN	Locomotor disability due to chronic Neurological conditions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—
I(F)	LL	Spinal Cord injuries	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—
I(G)	LV	Acid Attack Victims	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—
I(H)	LC	Cerebral palsy affected persons with disabilities	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—
I(I)	LY	Leprosy cured persons with disabilities	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—
I(J)	LD	Permanent Physical Impairment in cases of Short Stature/ Dwarfism	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—	—
I(K)	LM	Muscular Dystrophy	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	—

II. VISUAL IMPAIRMENT

S.NO.	DISABILITY CODE	1	2	3	4	5	6	7	8	9	10	11
	V	Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance (on request)	Exemption in studying second language	Examination through computers	Scribe and compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations
II(A)	VB	Blindness	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
II(B)	VL	Low Vision	Yes	Yes	Yes	Yes	Yes	Yes	Yes	•Yes (Magnifying glasses/ Portable Video magnifiers)	Yes	Yes

• Candidates with low vision will be provided question papers meant for normal candidates.

*Definition of various disabilities may be seen from PWD ACT-2018. Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2018 are as contained in Notification dated 4th January, 2018 in The Gazette of India No. 61 dated 5th January, 2018(File No.16-09/2014-DD-III). For detailed information please see the link https://upload.indiacode.nic.in/showfile?actid=AC_CEN_25_54_00002_201649_1517807328299&type=notification&filename=Guidelines%20notification_04.01.2018.pdf

III A. HEARING IMPAIRMENT

S.NO.	DISABILITY CODE	Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance (on request)	Exemption in studying second language	Examination through computers	compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations
	H	1	2	3	4	5	6	7	8	9	10	11
IIIA(A)	HD	Deaf	Yes	Yes	Yes	–	Yes	Yes	Yes	Yes	Yes	–
IIIA(B)	HH	Hard of hearing	Yes	Yes	Yes	–	Yes	Yes	Yes	Yes	Yes	–

*Definition of various disabilities may be seen from PWD ACT-2018. Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2018 are as contained in Notification dated 4th January, 2018 in The Gazette of India No. 61 dated 5th January, 2018(File No.16-09/2014-DD-III). For detailed information please see the link https://upload.indiacode.nic.in/showfile?actid=AC_CEN_25_54_00002_201649_1517807328299&type=notification&filename=Guidelines%20notification_04.01.2018.pdf

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III B. SPEECH AND LANGUAGE DISABILITY

S.NO.	DISABILITY CODE	Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance (on request)	Exemption in studying second language	Examination through computers	Scribe/Reader and compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations
	S		2	3	4	5	6	7	8	9	10	11
III(B)	SS	Speech and Language Disability	Yes	Yes	Yes	–	Yes	Yes	–	Yes	Yes	–

*Definition of various disabilities may be seen from PWD ACT-2018. Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2018 are as contained in Notification dated 4th January, 2018 in The Gazette of India No. 61 dated 5th January, 2018(File No.16-09/2014-DD-III). For detailed information please see the link https://upload.indiacode.nic.in/showfile?actid=AC_CEN_25_54_00002_201649_1517807328299&type=notification&filename=Guidelines%20notification_04.01.2018.pdf

5. IV - INTELLECTUAL DISABILITY

S.NO.	DISABILITY CODE	Disability-wise Exemptions to Disabled students in Board's Examinations (1)	Flexibility In choosing subjects (2)	Relaxation of attendance (on request) (3)	Exemption in studying second language (4)	Examination through computers (5)	Reader / adult prompter*/ Scribe and compensatory time (6)	Examination room on ground floor (7)	In the subjects where practical are involved, theory paper of the same marks can be provided. (8)	Permitting assistive devices during exam (with doctor's advice) (9)	Options of skill based subjects (10)	Waiving off registration fees for IX/X & XI/XII Examinations (11)
IV(A)	IS	Specific Learning Disabilities -Dyslexia -Dysgraphia -Dyscalculia -Dysprasia -Developmental aphasia	Yes	Yes	Yes	–	Yes	Yes	–	Calculator to student diagnosed with Dyscalculia	Yes	–
IV(B)	IA	Autism spectrum disorder	Yes	Yes	Yes	–	*Yes	Yes	–	–	Yes	–

*Definition of various disabilities may be seen from PWD ACT-2018. **Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2018 are as contained in Notification dated 4th January, 2018 in The Gazette of India No. 61 dated 5th January, 2018(File No.16-09/2014-DD-III). For detailed information please see the link https://upload.indiacode.nic.in/showfile?actid=AC_CEN_25_54_00002_201649_1517807328299&type=notification&filename=Guidelines%20notification_04.01.2018.pdf**

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MENTAL ILLNESS

S.NO	DISABILITY CODE	1 Disability-wise Exemptions to Disabled students in Board's Examinations	2 Flexibility In choosing subjects	3 Relaxation of attendance if request is made	4 Exemption in studying second language	5 Examination through computers	6 Reader / adult prompter/ Scribe and compensatory time	7 Examination room on ground floor	8 In the subjects where practical are involved, theory paper of the same marks can be provided.	9 Permitting assistive devices during exam (with doctor's advice)	10 Options of skill based subjects	11 Waiving off registration fees for IX/X & XI/XII Examinations
V	M MM	Mental Illness	Yes	Yes	Yes	Yes	Yes	Yes	–	–	Yes	–

*Definition of various disabilities may be seen from PWD ACT-2018. Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2018 are as contained in Notification dated 4th January, 2018 in The Gazette of India No. 61 dated 5th January, 2018(File No.16-09/2014-DD-III). For detailed information please see the link https://upload.indiacode.nic.in/showfile?actid=AC_CEN_25_54_00002_201649_1517807328299&type=notification&filename=Guidelines%20notification_04.01.2018.pdf

6. VI - DISABILITY CAUSED DUE TO CHRONIC NEUROLOGICAL CONDITIONS

S.NO.	DISABILITY CODE	Disability-wise Exemptions to Disabled students in Board's Examinations (1)	Flexibility In choosing subjects (2)	Relaxation of attendance if request is made (3)	Exemption in studying second language (4)	Examination through computers (5)	Reader / adult prompter/ Scribe and compensatory time (6)	Examination room on ground floor (7)	In the subjects where practical are involved, theory paper of the same marks can be provided. (8)	Permitting assistive devices during exam (with doctor's advice) (9)	Options of skill based subjects (10)	Waiving off registration fees for IX/X & XI/XII Examinations (11)
VI	NN	Chronic neurological condition i) Multiple Sclerosis ii) Parkinson's disease	Yes	Yes	Yes	Yes	Yes	Yes	–	Yes	Yes	–

*Definition of various disabilities may be seen from PWD ACT-2018. Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2018 are as contained in Notification dated 4th January, 2018 in The Gazette of India No. 61 dated 5th January, 2018(File No.16-09/2014-DD-III). For detailed information please see the link https://upload.indiacode.nic.in/showfile?actid=AC_CEN_25_54_00002_201649_1517807328299&type=notification&fil ename=Guidelines%20notification_04.01.2018.pdf

7. VII - DISABILITY CAUSED DUE TO BLOOD DISORDER

S.NO.	DISABILITY CODE		Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance if request is made	Exemption in studying second language	Examination through computers	Reader / adult prompter/ Scribe and compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations
	B	BB	1	2	3	4	5	6	7	8	9	10	11
VII		BB	Blood disorder (i) Sickle cell disease (ii) Thalassemia (iii) Haemophilia	Yes	Yes	Yes	Yes	Yes	Yes	–	Yes	Yes	–

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8. VIII - MULTIPLE DISABILITIES

S.NO.	DISABILITY CODE		Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance if request is made	Exemption in studying second language	Examination through computers	Scribe and compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations
	U	UD	1	2	3	4	5	6	7	8	9	10	11
VIII		UD	Multiple Disabilities	Yes	Yes	Yes	Yes	Yes	Yes	–	–	Yes	–

*Definition of various disabilities may be seen from PWD ACT-2018. Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2018 are as contained in Notification dated 4th January, 2018 in The Gazette of India No. 61 dated 5th January, 2018(File No.16-09/2014-DD-III). For detailed information please see the link https://upload.indiacode.nic.in/showfile?actid=AC_CEN_25_54_00002_201649_1517807328299&type=notification&filename=Guidelines%20notification_04.01.2018.pdf

Central Board of Secondary Education

Section XIII

SUBMISSION OF LIST OF CANDIDATES (LOC) FOR CLASS X/XII EXAMINATION, 2021

SUBMISSION OF LIST OF CANDIDATES (LOC) FOR CLASS X/XII EXAMINATION, 2021

The most important activity for conduct of Class X & XII annual Board examinations is to collect the data of all the eligible candidates through the schools. In previous year this activity has been preponed and schools were provided facility of submission of data of the eligible candidates in the month of August, 2019. This year, because of the COVID-19, the result was declared late hence the activity of collection of data of eligible candidates through LOC is being made available from 7th September, 2020. Submission of LOC shall be done through e-Pariksha link-http://cbse.nic.in/newsite/reg2019.html.

As submission of the LOC will start in September, 2020 hence, schools are requested to concentrate and plan timely submission of data of the candidates. It will also be ensured that data filled in is correct.

Following actions are to be taken for registration of students in the List of Candidates: -

1. There are many information, without understanding which, schools will not be able to fill the LOC correctly. Hence, it is requested that Principals should read this circular personally and understand the same and fill LOC thereafter.

2. As the Board has introduced **TWO LEVELS OF EXAMINATIONS IN MATHEMATICS IN Class-X** from 2020 examination, hence Circular No. F.1002/CBSE/Dir (Acad)/ Mathematics/2019 dated 10th January 2019 (Circular No. Acad-03/2019) issued by CBSE and available at http://cbseacademic.nic.in/web_material/Circulars/ 2019/03Circular2019.pdf may be studied carefully before filling the LOC for Class-X.

3. Only those students shall be allowed to appear for class X/XII Examination to be held in February/March/April 2021 whose names are submitted through the online process for List of Candidates.

4. **Schools should ensure that: -**
    (i)   Students sponsored are their own regular and bonafide students
    (ii) No bonafide students' name is left unsponsored
    (iii) Students are not from any unauthorised/unaffiliated schools
    (iv) Students are regularly attending classes in your school
    (v)   Students are not registered with some other School Education Board.

> Schools should sponsor only their own candidates.

In this context please see provisions in para 14.2 under the Affiliation Byelaws, 2018, which are as follows:

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

> 14.2.1   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.

14.2.2 No affiliated school shall present the candidates to the Board's examination who are not on its rolls.

14.2.3 No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.

14.2.4 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.

14.2.5 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.

14.2.6 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."

6. All schools need to ensure that rules of the CBSE are being followed in true sense for registration of candidates, availability of class rooms and the teachers. In a section 40 students are allowed, however, based on 1.5 teachers per section, students per section should not exceed 45. Further, number of sections cannot exceed the number of sections permitted by the Board.

7. All CBSE affiliated schools are required to register themselves before proceeding for online submission. Schools must use the 'Affiliation Number' as user ID, already available with them.

8. Newly affiliated schools should contact the concerned Regional Office of the CBSE for obtaining password, after which schools are advised to change the password for future use and keep it confidential to avoid misuse. Maintaining the safety of the password shall be the sole responsibility of the schools.

9. Board is extending several exemptions/concessions to candidates with disabilities as defined in the "The Rights of Persons with Disabilities Act 2016" In this context, Section VIII may be referred to.

Features of Online submission of LOC are: -

1. Before proceeding for submission of LOC, existing schools shall have to update the data on OASIS & HPE Portal.

2. Only those TGTs/PGTs who are teaching Classes IX-X/XI-XII respectively should be shown as TGT/PGT to ensure appointment of eligible evaluators for quality evaluation. Accordingly, in OASIS, classes taught need to be clearly filled in by the schools.

3. It may be ensured that the **full names of all the teachers shall be filled in** the OASIS. Abbreviations should not be used. If abbreviations are given, it will be treated that wrong data of teachers has been provided by the schools.

4. **New Schools have to:-**

    (i) first enter the information on the OASIS portal

    (ii) thereafter, they will submit the data on HPE portal.

    (iii) after completing (i) & (ii), they can submit LOC data.

5. The information on OASIS should be filled very carefully as schools will not be allowed to change the declared section/strength of students after submission.

6. Number of students sponsored by the school should be in proportion to the number of teachers appointed in the school. It will be the responsibility of the school to relieve the teachers for evaluation in accordance with the number of candidates sponsored in each subject.

7. Schools will be able to finalize LOC data only when they have first submitted data on HPE portal. Link of HPE portal is http://59.179.16.89/2020/hpe/landing/index.html. A confirmation number will be generated after successful filling of data on HPE portal. Schools are requested to keep this confirmation number safely for future reference.

8. Schools who had not uploaded the photographs and signature of their students in Class IX/XI registration shall have to upload the same before final submission of LOC. Newly affiliated schools shall also have to upload the photographs and signature of their bonafide students. Correct procedure for uploading of the photographs and signature is given in **Annexure-1**. The Hardware, software and manpower requirements in schools for effective use of CBSE's IT Applications/Portals is given in **Section XIV**.

9. It may be noted that while submitting LOC for classes X and XII, school will be shown the data of the same students which was submitted by them previous year for registering them in classes IX and XI. Schools are advised to "delete" students who have moved out of school due to transfer/other reasons. Schools can add students who have been admitted in the school in Class X/XII under "DIRECT ADMISSION" category ONLY AFTER obtaining due approval from concerned Regional Office as per Board's rules.

10. Schools shall have to complete the registration process only Online. Facility of data filling in downloadable Excel file is not available in LOC submission module.

11. Students of Class X/XII of the previous academic session seeking re-admission in respective class shall be considered as RE-ADMISSION cases and procedure as defined for DIRECT ADMISSION cases be followed. Meaning thereby that due approval is to be obtained from concerned Regional Office as per Boards rules.

12. As per Rule 6.1(a) (iii) of the Examination Bye-Laws, school shall ensure that the student satisfies the requirement of age limit (minimum and maximum) as determined by the State/ U.T. Government and applicable to the place where the School is located, while seeking admission in a class.

13. Many organisations and States are awarding scholarships based on financial status of the students. Accordingly, information about annual income of parent(s) may be collected as given by them. Schools should not demand ITR/other income proof etc. from parents.

14. For Class-X (Skill) and Class-XII (Academic & Skill), schools are advised to offer only those subjects which have been permitted to them by the Board. In case, school sponsors students in subject(s) other than those permitted by the Board, CBSE shall take following action:

    (i) Candidates will not be allowed to appear in the examination in those subject(s) and would be treated as not eligible.

    (ii) Disaffiliation proceedings shall be initiated against the school.

15. Board has prescribed scheme of studies which is available in the Curriculum on the link **http://cbseacademic.nic.in/curriculum.html** for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.

16. In accordance with the Scheme of studies, Board has prescribed list of valid/invalid combination of subjects. School should check the combination of subjects before filling in the subjects in the LOC as per **Annexure-2 (for Class X) and Annexure-3 (for Class XII)**.

17. Details of all students should be submitted only in one lot for each fee slab. Partial submission of data will be not allowed in a fee slab. Meaning thereby, in each slot only one list of the students will be accepted.

18. In case of refund of payment/fee, schools should contact the Regional Office concerned.

19. **In earlier years, schools were required to send the signed copy of finalized data of LOC of class X/XII to concerned Regional Office. From this year onwards, this practice has been done away with. Now LOC will be uploaded on the system provided with the digital signature of the Principal. In this regard complete guidelines will be issued separately. It may be ensured that data uploaded is fully correct. No updation of data will be permitted by the CBSE after its final submission.**

20. **No window for correction in the uploaded data will be made available from this year onwards. Uploading of correct data is the responsibility of the school concerned.**

21. Link for submission of online form for Private/2nd chance Compartment will be made available separately.

22. From 2020 examination of Class X & XII, there are only two categories of fees – one for students studying in schools situated in India and second for students studying in schools situated Outside India. Also, from 2020 examinations, CBSE does not have any scheme as Delhi or All India. It will be only Secondary School Examination (Class-X) and Senior School Certificate Examination (Class-XII).

23. Now, for online submission of LOC, approx. 02 months' time is being given. Schools may upload the data as per their convenience. They can upload the data at number of occasions and save it. However, they need to submit the data on or before the last date alongwith the fee. No change will be allowed after submission of data.

24. On-line submission shall close at 5.00 PM on the designated dates. Schools are, therefore, advised to complete the online submission of LOC well in time to avoid the possibility of slow connection/failure to connect to server on account of heavy load on internet on the penultimate day or because of any other basis.

25. Last date for any activity is fixed and no extension will be made in the last date. Hence, schools are requested to complete activity within schedule date and time.

26. In the event of any difficulty, concerned Regional Office may be contacted.

While uploading data, schools will be responsible for ensuring the following: -

1. Spelling of name of student/mother/father/Guardian is correct and is as per Admission & Withdrawal Register maintained by the school.

2. Date of Birth is correct and is as per Admission & Withdrawal Register maintained by the school.

3. Subject combinations are correct and as per Scheme of Studies.

4. Subject codes should be chosen carefully & especially in the following subjects, codes be chosen correctly:

    (i) in Class - X : Hindi – A (002), Hindi – B(085), Urdu A(003), Urdu B(303), Mathematics Standard(041), Mathematics Basic(241).

    (ii) in Class – XII : Hindi Core(302), Hindi Elective(002), English Core(301), English Elective(001) Sanskrit Core(322), Sanskrit Elective(022), Urdu Core(303), Urdu Elective(003).

    (iii) Selection of Mathematics in Class X be done carefully after going through circular No.

F.1002/CBSE/Dir (Acad)/Mathematics/2019 dated 10th January 2019 (Circular No. Acad- 03/2019) available at http://cbseacademic.nic.in/web_material/Circulars/2019/03_Circular_2019.pdf

Submission of data in OASIS:-

1. Schools will also submit data in OASIS without any penalty till 20.10.2020.

2. After 20.10.2020, penalty as applicable in 2018 shall be imposed.

It is expected that the schools will read the guidelines carefully, collect the correct data of the students & submit the same also correctly. Their efforts in uploading correct data will help in providing correct subject Question Papers to the candidates & also in providing documents with correct particulars which will also reduce the cases of corrections in the personal data of the candidates after declaration of results.

Fee and Schedule for List of Candidates for Class X/XII

Class X

Fee Slab	Fee to be remitted per Student in INR		Schedule for On-line submission of LOC	Last date for receiving of duly signed copy in Regional Office
	Schools in India	**Schools outside India**		
With normal fee	Rs.1500/- per candidate for 05 subjects	Rs.10,000/- per candidate for 05 subjects	07.09.2020 To 15.10.2020	FROM CURRENT YEAR, LOC WILL BE SUBMITTED ONLINE ONLY
	Rs.1200/- per candidate for 05 subjects for SC/ST candidates of Government Schools of Delhi			
	Rs.300/- For Additional/Optional Subject per candidate	Rs.2000/- For Additional/Optional Subject per candidate		
With Late fee	Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)		16.10.2020 to 31.10.2020	FROM CURRENT YEAR, LOC WILL BE SUBMITTED ONLINE ONLY
Migration Certificate	Rs. 350/- per candidate			

- **Visually impaired candidates are exempted from examination fee of Class X/XII.**
- **Illustration for calculating Late Fee: -**

Fee shall be applicable as per fee schedule i.e. the date on which the data is finalized is taken for account for fee calculation

(i) If students' details are entered and fee remitted on or before **15th October** and finalization of data is done on **15th October (or earlier)** then NO late fee shall be applicable.

(ii) If students' details are entered on or **before 15th October** and finalization of data is done **on or after 16th October** then late fee shall be applicable.

<div align="center">

Class XII

</div>

Fee Slab	Fee to be remitted per Student in INR		Schedule for On-line submission of LOC	Last date for receiving of duly signed copy in Regional Office
	Schools in India	**Schools outside India**		
Without late fee	Rs.1500/- per candidate for 05 subjects	Rs.10,000/- per candidate for 05 subjects	07.09.2020 To 15.10.2020	FROM CURRENT YEAR, LOC WILL BE SUBMITTED ONLINE ONLY
	Rs.1200/- per candidate for 05 subjects for SC/ST candidates of Government Schools of Delhi			
	Rs.300/- per subject For Additional/ Optional Subject per candidate	Rs.2000/- per subject For Additional/ Optional Subject per candidate		
Practical Fee	Rs. 150/- for each Practical Subject per candidate	Rs.350/- for each Practical subject per candidate		
With Late fee	Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)		16.10.2020 to 31.10.2020	FROM CURRENT YEAR, LOC WILL BE SUBMITTED ONLINE ONLY
Migration Certificate	Rs. 350/- per candidate			

- **Visually impaired candidates are exempted from examination fee of Class X/XII.**
- **Illustration for calculating Late Fee: -**

Fee shall be applicable as per fee schedule i.e. the date on which the data is finalized is taken for account for fee calculation

(i) If students' details are entered and fee remitted on or before **15th October and** finalization of data is done on **15th October (or earlier)** then NO late fee shall be applicable.

(ii) If students' details are entered on or **before 15th October** and finalization of data is done **on or after 16th October** then late fee shall be applicable.

Fee Payment

(a) **Fees for all activities is accepted only through following digital payments modes by CBSE:-**

In India- Debit Card / Credit Card / NEFT/ RTGS

Foreign- Debit Card / Credit Card / SWIFT

(b) Before payment of fee, schools can take the print of LOC in the form of check list. Once fee is paid, final LOC will be printed, and no correction could be made in the online or offline mode thereafter.

(c) As SWIFT updation may take 2-3 days, hence, schools situated outside India are advised to complete their process including payment of the fee in such a way that their process is over before the last date.

(d) In case of Bank related transaction or non-updation of Fee on server, the schools should contact the respective Bank through which payment was made. Contact details of Banks is given on CBSE website. Generally, Bank shall be requiring following information to resolve the issue of non updation of fee hence, be kept ready before getting in touch with the Bank:-

(i) Mode of Payment

(ii) Fee Reference No.

(iii) Amount deposited

(iv) Date of deposit

(v) Branch where amount was deposited

(vi) Bank reference number (Transaction ID as reflected in Bank account)

(vii) Your contact number

STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

PHOTO TYPE

- Photo should be in full colour and of high quality to avoid any visible pixels.
- Photo must be taken in the last 6 months.
- Head should be positioned directly facing camera, centered and compose **80% of image**. Photo should capture from slightly above top of hair to middle of chest.
- Have a natural expression - smiling is allowed.
- Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.
- Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
- The individual's full face must be clearly visible.

METHOD OF UPLOADING PHOTOGRAPH

There are two method for uploading photograph in Registration/LOC Portal:

1. Single Photo Scanning Method
2. Multiple Photo Scanning Method

1. **Single Photo Scanning Method**
    i)   Scan the photograph of the candidate and save it as a jpg file
    ii)   Please ensure that the size of the photo is passport size within 40 kb limit
    iii) Save the photograph with registration number of the candidate
    iv)   Collect all photographs in one folder
    v)   Got to CBSE website and login in Registration/LOC portal
    vi)   Go to photo upload option
    vii) Select the class for which photograph is to be uploaded and generate list
    viii) Click on the browse button provided against each candidate
    ix)   Select the photograph from the folder and click on upload button
    x)   Repeat the above step until all photos are upload

2. **Multiple Photo Scanning Method**
    i)   Ensure that all photos are of the same size
    ii)   Draw boxes (for 04 or 05 photos in a row) on the plain paper and paste photos in the boxes and scan the page.
    iii) Now open the scanned jpg file in Photoshop/paint or any image editing software

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iv) Resize the complete image to 1500×1200 pixels

v) Select one candidate's photo from the scanned image by image selection tool and copy it by using Ctrl+C

vi) Open a new file in the image editor and paste the selected photograph

vii) Save the new file as jpg file in the photograph folder. Name this file on candidate's registration number.

viii) Repeat this step for all the photograph s available in the sheet.

ix) Go to CBSE website and login in Registration/LOC portal

x) Go to photo upload option

xi) Select the class for which photograph is to be uploaded and generate list

xii) Click on the browse button provided against each candidate

xiii) Select the photograph from the folder and click on upload button

xiv) Repeat the above step until all photos are uploaded

Note:-

i) You can generate the check list with photographs to check all photos are correctly uploaded

ii) In case of correction, you can gain-upload the photograph

iii) Photos can be changed until date is finalised

iv) After finalisation photos cannot be change

SCHEME OF STUDIES

SECONDARY SCHOOL EXAMINATION (CLASS X) FOR ACADEMIC SESSION 2019-2020

Class IX and X is an integrated course. Students will study only those subjects in Class X which they have studied in Class-IX. Students can offer minimum 5 subjects as under:-

Subjects		Name of Subjects	
Compulsory	Subject 1	Language I (Hindi - A or Hindi - B or English Language and Literature (Group-L)	
	Subject 2	Language II (Anyone from the Group of Languages (Group-L) other than Language chosen at Subject 1	
	Subject 3	Mathematics Standard OR Mathematics Basic	(Group- A1)
	Subject 4	Science	
	Subject 5	Social Science	
Optional	Subject 6	Skill subject (from the group of Skill subjects) (Group-S)	
	Subject 7	Language III (Group-L) / Any Academic subject (Group-A2) other than opted above	
Subjects of Internal Assessment	Subject 8 and 9 (Assessment and certification at school level)	Art Education Health & Physical Education	

Important Instructions: -

(a) If a student fails in any one of the three compulsory academic subjects (i.e. Science, Mathematics and Social Science) and passes the Skill subject (offered as 6th optional subject), then that particular compulsory subject will be replaced by the Skill subject and result of Class X Board examination will be computed accordingly.

(b) If a student fails in any language subject out of first five subjects, the same will be replaced by language taken as seventh subject (optional), provided he or she has passed seventh language subject, and after replacement either Hindi or English remains as passed language in first five subjects.

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(c) It is expected that all the students would have studied three languages up to class VIII. Those students who could not clear the third language in class VIII and have been promoted to class IX, shall be examined by the concerned schools at the end of Class IX in the same syllabus and textbooks as are prescribed for class VIII. Those who are still unable to clear the third language at the end of class IX may be given another opportunity in class X.

(d) Hindi and English must be two of the three languages to be offered. Hindi and English must have been studied at least up to class VIII.

(e) Hindi or English must be one of the two languages to be studied in class IX and X. Hindi and English can also be offered simultaneously. In Hindi, two courses have been provided for class IX and X keeping in view the varying backgrounds of the students and a student may either opt for Hindi A (Code 002) or Hindi B (Code 085).

(f) Students offering additional sixth skill subject can also offer an additional language III/ subject as 7th subject.

(g) For Class-X(Skill) and Class-XII (Academic & Skill), schools are advised to offer only those subjects which have been permitted to them by the Board.

(h) Wherever, restriction on number of candidates has been imposed by CBSE, school cannot exceed such limit of number of candidates. In such cases, if need be, prior permission may be obtained from the Affiliation Unit after adopting due process.

(i) Board has prescribed scheme of studies which is available in the Curriculum on the link http://www.cbseacademic.nic.in/curriculum.html for Secondary and Senior Secondary classes. Schools are required to offer the subjects **(subject to permission by the Board)** in adherence with the Scheme of Studies only.

(j) Board is extending several exemptions/concessions to candidates with disabilities as defined in the "The Rights of Persons with Disabilities Act 2016" In this context, Notification No. CBSE/Coord/112233/2019 dated 12.04.2019 issued by the Board is available at link- http://cbse.nic.in/newsite/attach/CWSN%20April%202019.pdf.

(k) Board issues mark sheet indicating marks obtained in each subject separately. No aggregate score/percentage is mentioned by the Board. Candidates who take 6/7 subjects and pass in all 6/7 subjects, the percentage is to be calculated according to the norms of college/institution in which the candidate is seeking admission.

(l) Candidates who have selected 5/6/7 subjects in Class IX and wanted to change/add/ delete the subject(s) in Class X due to academic reasons/medical reasons, such cases **should be referred to the concerned Regional Office of CBSE by the respective school latest by 7th September of the academic year only in one lot**. The schools are expected to ensure the correctness of the subjects offered by the students and the subjects being taught in the school and allowed by the Board. The data uploaded for each candidate should be accurate in all respects.

(m) It has been observed in past that there is a variation between subjects offered by the candidate and the subjects being taught and allowed by the Board. To ensure accuracy of data, the Subject Code and Subject Name must be checked carefully for each candidate by the school.

(n) If there is a violation of scheme of study, the data uploaded will show error on server after uploading. The error will be rectified only after choosing correct subject combinations.

EXAMPLES OF SUBJECT COMBINATION FOR CLASS X

VALID SUBJECT COMBINATIONS

CASE 1
Sub1: 184 English Lang & Lit
Sub2: 085 Hindi Course-B
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science
Sub6: 401 Dynamics of Retailing
Sub7: 006 Tamil

CASE 2
Sub1: 184 English Language & Lit.
Sub2: 002 Hindi Course-A
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science
Sub7: 122 Comm. Sanskrit

CASE 4
Sub1: 184 English Lang & Lit
Sub2: 006 Tamil
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science

CASE 3
Sub1: 002 Hindi Course-A
Sub2: 009 Marathi
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science
Sub6: 403 Security
Sub7: 004 Punjabi

CASE 5
Sub1: 184 English Language & Lit.
Sub2: 002 Hindi Course-A
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science

INVALID SUBJECT COMBINATIONS

CASE 1
Sub1: 002 Hindi Course-A
Sub2: 004 Punjabi
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science
Sub6: 402 Information Technology
Sub7: 165 Foundation of IT   **INVALID**

CASE 2
Sub1: 002 Hindi Course-A Sub2: 021 Russian
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science Sub6: 401 Retailing ⎤ **INVALID**
Sub7: 404 Automotive

CASE 3
Sub1: 018 French ⎤ **INVALID**
Sub2: 006 Tamil ⎦
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science

SUBJECT CODE AND SUBJECT NAME LIST FOR ACADEMIC SESSION CLASS IX 2019-20 AND CLASS X 2020-2021

LANGUAGE (GROUP-L)	
CODE	NAME
002	HINDI COURSE-A ANY
085	HINDI COURSE-B ONE
184	ENGLISH LANG & LIT.
003	URDU COURSE-A ANY
303	URDU COURSE-B ONE
004	PUNJABI
005	BENGALI
006	TAMIL
007	TELUGU
008	SINDHI
009	MARATHI
010	GUJARATI
011	MANIPURI
012	MALAYALAM
013	ODIA
014	ASSAMESE
015	KANNADA
016	ARABIC
017	TIBETAN
018	FRENCH
020	GERMAN
021	RUSSIAN
023	PERSIAN
024	NEPALI
025	LIMBOO
026	LEPCHA
089	TELUGU TELANGANA
092	BODO
093	TANGKHUL
094	JAPANESE
095	BHUTIA
096	SPANISH
097	KASHMIRI
098	MIZO
099	BAHASA MELAYU
122	SANSKRIT
131	RAI
132	GURUNG
133	TAMANG
134	SHERPA
136	THAI

COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)		
CODE	NAME	
041	MATHEMATICS STANDARD	ANY
241	MATHEMATICS BASIC	ONE
086	SCIENCE	
087	SOCIAL SCIENCE	
OTHER ACADEMIC SUBJECTS (GROUP- A2)		
031	CAR. MUSIC (VOCAL)	
032	CAR. MUSIC MEL. INS.	
033	CAR. MUSIC PER.	ANY
034	HIND. MUSIC (VOCAL)	ONE
035	HIND. MUSIC MEL. INS.	
036	HIND. MUSIC PER. INS.	
049	PAINTING	
064	HOME SCIENCE	
076	NATIONAL CADET CORPS (NCC)	
165	COMPUTER APPLICATIONS	
154	ELEM. OF BUSINESS	
254	ELEM BOOK-K & ACCY	
SKILL SUBJECTS (GROUP-S) (Any One)		
401	RETAILING	
402	INFORMATION TECHNOLOGY	
403	SECURITY	
404	AUTOMOTIVE	
405	INTRODUCTION TO FINANCIAL MARKETS	
406	INTRODUCTION TO TOURISM	
407	BEAUTY & WELLNESS	
408	AGRICULTURE	
409	FOOD PRODUCTION	
410	FRONT OFFICE OPERATIONS	
411	BANKING & INSURANCE	
412	MARKETING & SALES	
413	HEALTH CARE	
414	APPAREL	
415	MEDIA	
416	MULTI SKILL FOUNDATION COURSE	
417	ARTIFICIAL INTELLIGENCE	
418	PHYSICAL ACTIVITY TRAINER (NEW)	

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SCHEME OF STUDIES

SENIOR SCHOOL CERTIFICATE EXAMINATION (CLASS XII) FOR ACADEMIC SESSION 2020-2021

Class XI and XII is an integrated course. Students will study only those subjects in Class XII which he/she has studied in Class-XI. Students can offer minimum 5 subjects as under:-

Subjects		Name of Subjects
Compulsory	**Subject 1**	Hindi Elective or Hindi Core **OR** English Elective or English Core
	Subject 2	Any one Language from Subject Group - L not opted as Subject 1 **OR** Any one Subject from Academic Elective Subjects (Group-A)
	Subject 3, Subject 4 & Subject 5	Any three Subjects from Academic Elective Subjects (Group-A) **OR** Any three subjects from Skill Group-S **OR** Any three subjects from combination of Group- A & Group-S.
Additional Subject Optional	**Subject 6**	Any one subject from any subjects' groups not opted above
Subjects of internal assessment	Subject 7 to 9 (Subjects of internal assessment to be taken by all Regular Candidates)	500 - Work Experience 502 – Health & Physical Education 503- General Studies

GENERAL INSTRUCTIONS

(a)   Hindi or English must be one of the two languages to be studied in classes XI and XII. Hindi and English can also be offered simultaneously. In Hindi and in English, two courses are being offered for class XI and XII. Keeping in view the varying backgrounds of the students and a student may either opt for Hindi Elective (Code 002) or Hindi Core (Code 302) and English Elective (Code-01) or English Core (Code -301). However, same language cannot be offered both at Core and Elective levels.

(b)   Following combinations cannot be taken together;

   (i)   Physics (Code 042) and Applied Physics (Code 838) cannot be taken together

   (ii)   Chemistry (Code 043) and Applied Chemistry (Code 839) cannot be taken together

   (iii) Mathematics (Code 041) and Applied Mathematics (Code 840) cannot be taken together

   (iv)   Out of the following five Computer Science/IT related subjects, a candidate can only opt for one subject: -

   (a) Informatics Practice (Code 265) old course*,

   (b) Informatics Practice (Code 065) new course,

   (c) Computer Science (Code 283) old course*,

   (d) Computer Science (Code 083) new course,

   (e) Information Technology (Code 802)

   * These subjects are being offered only for class- XII in 2019-20. These subjects are not available for Class-XI in 2019-20.

   (v) Business Studies (Code 054) and Business Administration (Code 833) cannot be taken together.

(c)   If a student has taken 6 subjects, and if he/she fails in any one of first five subjects, the same will be replaced by the 6th subject provided the candidate satisfies the scheme of studies viz. after replacement by the 6th subject, either Hindi or English remains as one of the main five subjects.

(d)   For candidates who take 6 subjects (5 main and 1 additional subject) and pass in all 6 subjects, the percentage is to be calculated by the employer/institution/university according to the norms of Institution/University/Employer in which the candidate will be seeking admission/employment.

(e)   Candidates who have selected 5/6 subjects in Class XI and want to change/add/delete the subject(s) in Class XII due to academic/medical reasons, such cases should be referred to the concerned Regional Office of CBSE by the respective school latest by 7th September of the academic year only in one lot. The schools are expected to ensure the correctness of the subjects offered by the students and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respects.

(f)   Only those subjects can be offered by the school to the students for which approval of CBSE has been obtained.

(g)   For details please refer to Curriculum on link http://www.cbseacademic.nic.in/curriculum.html

11.   CBSE does not have concept of streams. Student can take 01 language and 4/5 subjects out of those listed in the curriculum and available in the school concerned. Schools admit students as per the criteria laid down by its management.

EXAMPLES of SUBJECT COMBINATION FOR CLASS XI & XII (SESSION 2019 – 2021)

VALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 048 Physical Education	**CASE 6** Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 041 Mathematics
CASE 2 Sub 1: 301 English Core Sub 2: 048 Physical Education Sub 3: 042 Physics Sub 4: 043 Chemistry Sub 5: 044 Biology	**CASE 7** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 302 Hindi Core
CASE 3 Sub1:301 English Core Sub2: 302 Hindi Core Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	**CASE 8** Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 044 Biology
CASE 4 Sub1: 002 Hindi Elective Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 048 Physical Education	**CASE 9** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 041 Mathematics Sub5: 030 Economics
CASE 5 Sub1: 301 English Core Sub3: 041 Mathematics Sub4: 042 Physics Sub5: 043 Chemistry Sub6: 083 Computer Science	**CASE 10** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 065 Informatics Practice

INVALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 042 Physics Sub3: 043 Chemistry Sub4: 065 Informatics Practice Sub5: 083 Computer Science ⌉ INVALID	**CASE 2** Sub 1: 301 English Core Sub 2: 041 Mathematics Sub 3: 042 Physics Sub 4: 049 Painting Sub 5: 050 Graphics ⌉ INVALID
CASE 3 Sub1: 322 Sanskrit Core ⌉ Sub2: 104 Punjabi ⌋ INVALID Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	**CASE 4** 302 : Hindi Core ⌉ 002 : Hindi Elective ⌋ INVALID 041 : Maths 042 : Physics 043 : Chemistry
CASE 5 302 : Hindi Core ⌉ 812 : Marketing 816 : Horticulture INVALID 830 : Design 839 : Applied Chemistry ⌋	

* For PWD Candidates, please refer to notification.

SUBJECT CODE AND SUBJECT NAME LIST FOR ACADEMIC SESSION CLASS XI 2019-20 AND CLASS XII 2020-2021

Class XI and XII is an integrated course. Students need to take only those subjects in class XI which they intend to continue in CLASS-XII

LANGUAGE (GROUP-L)	
CODE	NAME
001	ENGLISH ELECTIVE
301	ENGLISH CORE
002	HINDI ELECTIVE
302	HINDI CORE
003	URDU ELECTIVE
303	URDU CORE
022	SANSKRIT ELECTIVE
322	SANSKRIT CORE
104	PUNJABI
105	BENGALI
106	TAMIL
107	TELUGU
108	SINDHI
109	MARATHI
110	GUJARATI
111	MANIPURI
112	MALAYALAM
113	ODIA
114	ASSAMESE
115	KANNADA
116	ARABIC
117	TIBETAN
118	FRENCH
120	GERMAN
121	RUSSIAN
123	PERSIAN
124	NEPALI
125	LIMBOO
126	LEPCHA
189	TELUGU TELANGANA
192	BODO
193	TANGKHUL
194	JAPANESE
195	BHUTIA
196	SPANISH
197	KASHMIRI
198	MIZO

COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)	
CODE	NAME
027	HISTORY
028	POLITICAL SCIENCE
029	GEOGRAPHY
030	ECONOMICS
031	CAR. MUSIC VOCAL
032	CAR. MUSIC MEL INS
033	CAR.PER INS. MRIDANGAM Any One
034	HIND MUSIC.VOCAL
035	HIND. MUSIC MEL INS.
036	HIND.PER INS.
037	PSYCHOLOGY
039	SOCIOLOGY
041	MATHEMATICS
042	PHYSICS
043	CHEMISTRY
044	BIOLOGY
045	BIOTECHNOLOGY
046	ENGG. GRAPHICS
048	PHYSICAL EDUCATION
049	PAINTING
050	GRAPHICS
051	SCULPTURE Any One
052	APP/COMMERCIAL ART
054	BUSINESS STUDIES
055	ACCOUNTANCY
056	KATHAK - DANCE
057	BHARATNATYAM - DANCE
058	KUCHIPUDI - DANCE
059	ODISSI – DANCE Any One
060	MANIPURI – DANCE
061	KATHAKALI - DANCE
064	HOME SCIENCE
065	INFORMATICS PRAC. (NEW)
083	COMPUTER SCIENCE (NEW) Any one
066	ENTREPRENEURSHIP
073	KNOWLEDGE TRADITION & PRACTICES OF INDIA
074	LEGAL STUDIES
076	NATIONAL CADET CORPS (NCC)
241	APPLIED MATHEMATICS (NEW)

SKILL SUBJECTS (GROUP-S)			
CODE	NAME	CODE	NAME
801	Retail	821	Multi Media
802	Information Technology	822	Taxation
803	Web Application	823	Cost Accounting
804	Automotive	824	Office Procedures & Practices
805	Financial Markets Management	825	Shorthand (English)
806	Tourism	826	Shorthand (Hindi)
807	Beauty & Wellness	827	Air-Conditioning & Refrigeration
808	Agriculture	828	Medical Diagnostics
809	Food Production	829	Textile Design
810	Front Office Operations	830	Design
811	Banking	831	Salesmanship
812	Marketing	833	Business Administration
813	Health Care	834	Food Nutrition & Dietetics
814	Insurance	835	Mass Media Studies
815	X-Ray Technician	836	Library & Information Science
816	Horticulture	837	Fashion Studies
817	Typography & Computer Application	841	Yoga
818	Geospatial Technology	842	Early Childhood Care and Education
819	Electrical Technology	843	Artificial Intelligence (New)
820	Electronic Technology		

PROCEDURE FOR ONLINE FILLING OF LIST OF CANDIDATES FOR X AND XII

The following Steps 1 to 11 are to be followed in sequence for online submission of details.

Summary of activities to be done for submission of the List of Candidates (LOC) X and XII:

Steps	Activities for List of Candidates (LOC)	Nature of Activity
1	Health and Physical Education data submission on HPE portal	Online
2	Login	Online
3	Check list Printing of last year Registered candidates of IX & XI from the portal	Online
4	Checking of details of candidates for List of Candidates (LOC) for X & XII	
	A. Checking of Checklist and correction to be marked on Check list: • Correction of candidate's details • Addition of Candidates (For Improvement of Performance/ New admissions /Transfer cases from other schools in Class X/XII /those who have not Qualified/ Passed class X/ XII but wish to repeat in all 5/6/7 subjects as a regular candidate), if any. • Deletion of Candidates (Transfer cases to other schools, Failures in Class IX/XI) • Whether Migration Certificate is needed by the candidate or not	Manual
	B. Correction marked on the check list must be made on the portal	Online
5	Correction of Candidates Details including photographs, if any on the portal	Online
6	Check list Printing of List of Candidates (LOC) – Class X / XII from the portal	Online
7	Uploading of Photographs & Signature	Online
8	Finalisation of Data	Online
9	Fee Payment	Online
10	Printing of Final List of Candidates (LOC)	Online

Note:

1. **Login:** Only Registered schools are permitted to login.
2. **Check list Printing of last year's Registered candidates from portal i.e.:**

a. The details of candidates submitted by the school for registration at the time of Class IX/Class XI previous year are available on the portal

b. Heading of this List will be **'CHECK LIST of last year Registered CANDIDATES and ELIGIBLE for CLASS X/XII Examinations'**

c. Schools shall print a list of the available details of candidates. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".

d. School should print these 2 lists before going to the next step.

3. **Checking of details of Candidates for List of Candidates (LOC):**

A. **Checking of check list and correction to be marked on check list:**

a. The printed checklist has data of last year IX/XI students who will now appear in X/XII.

b. School should check student details in the List with the Original Admission and Withdrawal register (AWR), Subject Code and Subject Name offered by candidate. Photograph of candidate printed in the Checklist is also to be checked. Any Correction/ Addition/Deletion be marked in the check list.

c. **School should ensure that all corrections relating to the spellings in the names of the candidate/mother/father, sex, category, date of birth, subjects etc. have been checked and marked in the check list.**

d. If there is need of adding few students and deleting some students School must do the deletion first because it will create space for addition.

B. **Deletion of Candidates:**

Reasons for Deletion	Code for Deletion
Failures in Class IX/XI	FAILURE
Transfers from your school to other Schools	TRANSFER

Note: Reasons for deletion must be provided as per Code for Deletion in remark column on server. Details of these candidates must be noted down.

C. **Addition of Candidates:**

Reasons for Additions	Code for Addition
New admissions – Transfers from other CBSE Affiliated Schools – Transfers from Schools not affiliated to CBSE	TRANSFER
	DIRECT
Improvement of Performance – those who have qualified/ Passed Class X/XII and will be appearing for Improvement of Performance in all the subjects.	IMPROVEMENT
Those who have not Qualified Class X/ XII previously and will be appearing as regular candidates by repeating in all the subjects again.	ESSENTIAL REPEAT

IMPORTANT:

i) Schools should seek permission from concerned Regional Office for addition of candidates

ii) Regional Offices will give permission after updating number of candidates on the portal from the school concerned.

iii) Reasons for additions must be provided as per Code for Addition in remark column on portal. Details of these candidates must be noted down.

D. Requirement of Migration Certificate by candidate:

- **In Class XII:** by default, all candidates have been marked with 'Y' (an indicating "Yes" Migration certificate will be provided to the candidate). School have an option to change "Y" to "N". One of the advantages is that school will get all Migration Certificates in one go from the Regional Office and students will not be required to apply to Regional Office separately. Fee of Rs 350/- per candidate is provisioned for Migration Certificate.

- **In Class X:** by default, all candidates have been marked with "N' (an indication that migration Certificate is not needed by the candidate). If a candidate needs Migration Certificate, the correction may be marked as 'Y' and noted down. Fee of Rs 350/- per candidate is provisioned for Migration Certificate.

- In respect of those candidates who do not take migration certificate as detailed above, can take the same from the concerned Regional Office, CBSE at later stage by submitting prescribed application form and paying prescribed fee.

E. Photographs of Candidates: If wrong or not legible/ clear or not available

- **If the photograph printed in check list is wrong or cloudy/not identifiable or not available, scanned photograph be uploaded online again.**

- **The photograph should be high contrast with white background (passport size preferably black & white) photograph. The name of the students along with the date of taking the photograph (photograph should have been taken on or after 1.4.2019) must be indicated on the photograph.**

- **The photograph scanned should be stored in JPG Format with Registration No. as filename of the photograph. The Registration No. is printed in the check list against the candidate's details. Example: If Photograph of Anil Kumar (whose Registration No. is A119/03001/0057) is wrong or not legible/clear or not available. Photograph of Anil Kumar be scanned and stored as A119030010057.jpg**

- **Photographs be uploaded using option "Uploading of Photograph"**

F. Corrections marked on the check list are to be made on portal:

Marked corrections including uploading of photograph must be carried out by typing on computer/laptop connected to CBSE website by choosing option **"Correction of Candidates Details including photographs, if any".**

4. Correction of Candidate's details including photographs, if any:

Corrections marked in the check list can be carried out on server as follows:

a. This activity has three options **MODIFY/CORRECT, ADD and DELETE.**

i. **MODIFY/CORRECT for making corrections:**

There are two options:

- To carry out individual corrections in Name/subject/other details of the candi-

date: Correction in the already submitted details of the candidate can be made. The Serial No. printed against the candidate's details in the check list be typed and the candidate's details shall be displayed on the screen. Required correction/ modification can be typed against the particular details.

- To carry out mass corrections (corrections for more than one candidate at a time) for Migration Certificate.

ii. ADD : For adding details of any left out Candidates/ new admissions.

iii. DELETE: For deleting/ removing already available details of the candidate from the list. *

- Serial No. of Candidate printed on the Check list be entered and the details of the candidate are displayed.

- Press 'Delete' button to delete the details

- Details once deleted cannot be recovered and has to be entered again if needed by using ADD option.

(Regional Officers of CBSE will keep a strict watch on the corrections/ additions made in particulars of candidates. Schools are advised that only bonafide candidates already registered in class IX/XI are sponsored in LOC of class X/XII. While making corrections schools should ensure that candidate being sponsored in X/XII is not swapped from any other candidate who has been registered in class IX/XI. While making corrections in subjects (where change of subject from IX/XI is involved) schools should ensure approval of CBSE. While adding candidates in respect of directly admitted candidates at X/XII it must be ensured that the approval of CBSE is obtained. In case such addition/corrections are not supported with requisite approval from the CBSE, candidature of such students in X/XII Board Examination may be rejected at any stage, besides action against the school involved in such malpractice.)

b. Print Check List of List of Candidates again by choosing option "Checklist Printing of List of Candidates (LOC) with photographs".

5. **Uploading of Photographs.**

If Photograph of Anil Kumar is wrong or not legible/clear or not available whose Registration No. is A119/03001/0057. Photograph of Anil Kumar scanned and stored as A11930010057.jpg has to be uploaded as follows:

- Serial No. of Candidate printed on the Check list be entered and the details of the candidate and photograph if available in the server are displayed.

- Photographs of this candidate be uploaded by choosing the photograph of this candidate stored in school's computer.

6. **Check list Printing of List of Candidates (LOC) with photographs:**

a. Schools shall print a list of the submitted details of candidates by choosing the option **"Check list Printing of List of Candidates (LOC) with photographs"** using a printer attached with the school's computer.

b. **The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".**

c. The heading of this List will be **'CHECK LIST OF CANDIDATES FOR LOC FOR CLASS _____'**

7. **Finalisation of Data (Ensure all corrections have been made before finalisation):**

a. When all corrections have been carried out and the list is error free, Finalisation of data can be done. Finalisation of data means no more correction /deletion /addition in the data which have been submitted till date i.e. Data submitted shall be deemed as error free and final.

b. Fee shall be applicable as per fee schedule i.e. the date on which the data is finalised is taken for the purpose of fee calculation.

c. After finalisation of data, addition of more candidates is possible provided the date for submission of details is within the time schedule and fee shall have to be remitted as per fee schedule

8. **Printing of Final List of Candidates (LOC) for sending to the Regional Office:**

a. Schools shall take print out of Final list of Candidates submitted. The Final list has provision for printing candidates' details. Final list cannot be generated without submission of fee details.

b. **School shall obtain signature of Mother, signature of Father and signature of candidate to confirm the name, father name, mother name are correct.**

c. The heading of this List will be **'FINAL LIST OF CANDIDATES FOR CLASS _____'.**

d. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".

e. Obtain signatures of candidate on the final list.

f. A photocopy of the Final printout with Candidate's signature should be retained by the School as office copy.

9. **Submission of List of Candidates (LOC) along with proof of remittance of Fee to Regional Office by Post:**

Final List with candidate's signature along with proof of remittance of fee and duly filled and signed Certificate by Principal should reach the concerned 'Director/Regional Director/Regional Officer' of the Respective Regional Office of the Board within stipulated schedule given above as per schedule/late fee/penalty given in Fee page.

CATEGORY OF STUDENTS APPEARING THROUGH SCHOOLS

Based on the different rules of eligibility for appearing in the Board's examination, students have been categorized in various categories. It has been observed that schools are mentioning wrong categories in the LOC and therefore when the result is declared, candidates' result is calculated wrongly. Thereafter, schools are making request to CBSE to change the category of the candidate concerned and correct the result also.

It is brought to the notice of the schools that there are following 02 categories of the students who would be mentioned by schools in LOC -

1. **Regular candidates – Category 'FS'**

   Students who are bonafide regular students of the school and will be appearing for the first time for the examination are called as Regular candidates.

2. **Improvement of Performance – Category 'I'**

   Candidates who have passed the examination in the previous year can appear for improving their performance in the subsequent year only. Such candidates can appear as Private candidate or as Regular candidate through school. Candidates who are studying in the school as regular student to improve their performance will be appearing in all the subjects they had appeared in the previous year and shall have to complete their attendance requirement. Their previous year's practical/project/IA marks will be carried over.

3. **Fail/Essential Repeat candidates – Category 'F'**

   (a) Candidates who have appeared in the previous year and have been declared as 'FAIL/ESSENTIAL REPEAT' can re-appear for the examination as Private candidate or as Regular candidate through school. Candidates who are studying in the school as regular student to pass the examination will be appearing in all the subjects as per scheme of studies and shall have to complete their attendance requirement. They will be appearing in practical/project/IA also.

   (b) Candidates who have appeared in the previous year and have been declared as 'COMPARTMENT' can re-appear for the examination of the concerned subject as Private candidate. Such candidate can also appear as Regular candidate through school but in all the subjects in which they had appeared in the previous year. Candidates who are studying in the school as regular student to pass the examination shall have to complete their attendance requirement. They will be appearing in practical/project/IA also.

Section XIV

INFORMATION REQUIRED
IN OASIS

INFORMATION REQUIRED IN OASIS

For holding practical and theory examinations, evaluation of answer books, verification of marks and re-evaluaton, CBSE has to use physical and human resounses of the affiliated schools. Managing of such a big data is only possible through electronic system. Accordingly, CBSE has developed 'OASIS'.

It is the responsibility of the schools to submit the data correctly and namely in OASIS. Last date of submissions of data in OASIS will be the same as of list of candidates.

The following information is to be entered in the Form of OASIS.

BASIC INFORMATION (PART -I)
BASIC INFORMATION –

1. NAME OF THE PRINCIPAL - MANDATORY
   a. SALUTATION - MANDATORY
   b. FULL NAME - MANDATORY
2. PRINCIPAL'S EMAIL ID–MANDATORY
3. PRINCIPAL'S MOBILE NO – MANDATORY
4. PRINCIPAL'S RETIREMENT DATE - MANDATORY
5. SCHOOL'S CONTACT NUMBER - MANDATORY
   a. STD CODE - MANDATORY
   b. PHONE NUMBER - MANDATORY
6. SCHOOL'S FAX NUMBER - MANDATORY
7. SCHOOL'S EMAIL ID - MANDATORY
8. SCHOOL'S WEBSITE - OPTIONAL
9. LANDMARK NEAR SCHOOL - MANDATORY
10. YEAR OF ESTABLISHMENT OF SCHOOL - MANDATORY
11. AFFILIATION GRANT YEAR - MANDATORY
12. AFFILIATION VALIDITY - MANDATORY
13. AFFILIATION STATUS (*PROVISIONAL/REGULAR*) - MANDATORY
14. RECOGNITION LETTER/NOC ISSUING AUTHORITY – OPTIONAL FOR GOVT / AIDED / KV /JNV
15. RECOGNITION LETTER/NOC ISSUING DATE – OPTIONAL FOR GOVT /AIDED / KV /JNV
16. UPLOAD NO OBJECTION CERTIFICATE (NOC) – OPTIONAL FOR GOVT /AIDED / KV /JNV / TAMIL NADU STATE

> Submit data in OASIS timely and correctly.

MANAGEMENT DETAILS –

17. NAME OF THE REGISTERED TRUST/SOCIETY/COMPANY–OPTIONAL FOR GOVT/AIDED / KV /JNV

18. SOCIETY REGISTRATION NUMBER – OPTIONAL FOR GOVT /AIDED / KV /JNV

19. REGISTRATION DATE – OPTIONAL FOR GOVT /AIDED / KV /JNV

20. REGISTRATION EXPIRY DATE – OPTIONAL FOR GOVT /AIDED / KV /JNV

21. UPLOAD NON PROPRIETARY CHARACTER / NON PROFIT COMPANY AFFIDAVIT– OPTIONAL FOR GOVT /AIDED / KV /JNV

22. UPLOAD DETAILS OF CHAIRMAN & MEMBERS OF TRUST/SOCIETY – OPTIONAL FOR GOVT /AIDED / KV /JNV

PHOTOGRAPHS & VIDEO OF SCHOOL (PART-II)

23. GEO-TAGGED PHOTOGRAPH OF SCHOOL BUILDING (LESS THAN 2 MB) - MANDATORY

24. PHOTOGRAPHS OF SCHOOL LIBRARIES (LESS THAN 1 MB) –MANDATORY

25. PHOTOGRAPH OF SCHOOL PLAYGROUND (LESS THAN 1 MB) - MANDATORY

26. PHOTOGRAPH OF SCHOOL LABORATORIES (SCIENCE LAB, PHYSICS LAB, BIOLOGY LAB, CHEMISTRY LAB)(LESS THAN 1 MB EACH) –MANDATORY

27. VIDEO CLIP OF SCHOOL (LESS THAN 2 MB) – MANDATORY

28. PHOTOGRAPH OF SCHOOL TOILETS (LESS THAN 1 MB) - MANDATORY

FACULTY INFORMATION (PART -III)

29. TOTAL NUMBER OF TEACHERS (ALL CLASSES) - MANDATORY

30. NUMBER OF PGTs - MANDATORY

31. NUMBER OF TGTs - MANDATORY

32. NUMBER OF PRTs - MANDATORY

33. NUMBER OF PETs - MANDATORY

34. OTHER NON TEACHING STAFF - MANDATORY

35. NUMBER OF TRAINING ATTENDED BY FACULTY SINCE LAST YEAR - MANDATORY

36. NUMBER OF TEACHERS ATTENDED MANDATORY TRAINING – MANDATORY

37. WHETHER SPECIAL EDUCATOR APPOINTED? (YES/NO) – MANDATORY

38. HAS MANDATORY TRAINING OF TEACHERS AS PER THE TRAINING POLICY (SECTION-16 OF AFFILIATION BYE-LAWS) BEEN COMPLETED? (YES/NO) – MANDATORY

39. WHETHER COUNSELLOR AND WELLNESS TEACHER APPOINTED? (YES/NO)– MANDATORY

STUDENT INFORMATION (PART -IV)

40. TOTAL NUMBER OF SECTIONS PER CLASS - MANDATORY

41. TOTAL NUMBER OF STUDENTS' INTAKE PER CLASS - MANDATORY

42. TOTAL NUMBER OF STUDENTS PER CLASS - MANDATORY

ACADEMIC INFORMATION (PART-V)

43. NAME AND SUBJECT CODE OF ALL SUBJECTS OFFERED IN THE SCHOOL FOR CLASS 10 - OPTIONAL

44. NAME AND SUBJECT CODE OF ALL SUBJECTS OFFERED IN THE SCHOOL FOR CLASS 12 - OPTIONAL

INFRASTRUCTURE INFORMATION (PART -VI)

PHYSICAL INFRASTRUCTURE DETAILS

45. NUMBER OF SITES OF SCHOOL - MANDATORY

46. TOTAL AREA OF THE SCHOOL (IN SQUARE METERS) – MANDATORY

47. NUMBER OF BUILDING BLOCKS OF SCHOOL - MANDATORY

48. NUMBER OF PLAYGROUNDS IN SCHOOL –MANDATORY

49. TOTAL AREA OF PLAYGROUND(IN SQUARE METERS) - MANDATORY

50. TOTAL NUMBER OF ROOMS –MANDATORY

51. TOTAL NUMBER OF SMALL-SIZED ROOMS –MANDATORY

52. TOTAL NUMBER OF MEDIUM-SIZED ROOMS - MANDATORY

53. TOTAL NUMBER OF LARGE-SIZED ROOMS - MANDATORY

54. NUMBER OF REST ROOMS FOR FEMALE STAFF - MANDATORY

55. NUMBER OF REST ROOMS FOR MALE STAFF –MANDATORY

56. TOTAL NO. OF TOILETS –MANDATORY

57. NUMBER OF GIRLS TOILETS - MANDATORY

58. NUMBER OF BOYS TOILETS- MANDATORY

59. NUMBER OF TOILETS FOR DIFFERENTLY-ABLED PERSONS. - MANDATORY

60. TOTAL NUMBER OF LIBRARIES - MANDATORY

61. TOTAL NUMBER OF LABORATORIES - MANDATORY

62. TOTAL NUMBER OF LIFTS/ELEVATORS - MANDATORY

63. TOTAL NUMBER OF DIGITAL CLASS ROOMS - MANDATORY

64. TOTAL NUMBER OF STUDENT CANTEENS - MANDATORY

65. TOTAL NUMBER OF STAFF CANTEENS - MANDATORY

66. TOTAL NUMBER OF WASHROOMS FOR FEMALE STAFF - MANDATORY

67. TOTAL NUMBER OF WASHROOMS FOR MALE STAFF –MANDATORY

68. NO. OF AUDITORIUMS-MANDATORY

69. NO. OF ACTIVITY ROOMS –MANDATORY

70. DOES THE SCHOOL COMPOUND HAVE A BOUNDARY WALL? (YES/NO) – MANDATORY

71. ARE THE HEALTH AND HYGIENE, TOILETS ON ALL FLOORS, SEPARATE TOILETS FOR STAFF, RAMPS, SIGNBOARDS, ETC. BEING MAINTAINED PROPERLY? (YES/NO) – MANDATORY

72. IS THE SCHOOL INFRASTRUCTURE BEING USED FOR ANY COMMERCIAL ACTIVITY? (YES/NO) – MANDATORY

FACILITIES AVAILABLE IN SCHOOL

73. NUMBER OF WATER PURIFIERS/RO AVAILABLE IN SCHOOL –MANDATORY

74. TOTAL NUMBER OF COMPUTERS(ALL COMPUTER LABS COMBINED) - MANDATORY

75. DOES THE SCHOOL HAVE HOSTEL FACILITY? (YES/NO) - MANDATORY

76. DOES THE SCHOOL HAVE A GYMNASIUM? (YES/NO) - MANDATORY

77. DOES THE SCHOOL HAVE A SWIMMING POOL? (YES/NO) - MANDATORY

78. IS THE SCHOOL WI-FI ENABLED? (YES/NO) - MANDATORY

79. DOES THE SCHOOL HAVE A WEB-SERVER? (YES/NO) - MANDATORY

80. DOES THE SCHOOL HAVE A STRONG ROOM? (YES/NO) - MANDATORY

81. DOES THE SCHOOL HAVE CLINIC FACILITY? (YES/NO) - MANDATORY

82. DOES THE SCHOOL HAVE OUTDOOR SPORTS FACILITY? (YES/NO) - MANDATORY

83. DOES THE SCHOOL HAVE INDOOR GAMES FACILITY? (YES/NO) - MANDATORY

84. DOES THE SCHOOL HAVE DANCE/ MUSIC FACILITY? (YES/NO) - MANDATORY

85. DOES THE SCHOOL HAVE FIRE EXTINGUISHERS? (YES/NO) - MANDATORY

86. DOES THE SCHOOL HAVE FIRE ALARMS? (YES/NO) - MANDATORY

87. DOES THE SCHOOL HAVE WATER SPRINKLERS? (YES/NO) - MANDATORY

88. PROVISION OF WEB BASED LEARNING PROGRAMS? (YES/NO) – MANDATORY

89. DOES THE SCHOOL HAVE CCTV CAMERAS INSTALLED IN THE AREAS OF SECURITY CONCERN WITHIN THE SCHOOL PREMISES? (YES/NO) - MANDATORY

90. IS THE SCHOOL EXAMINATION CENTER OF CBSE? (YES/NO) - MANDATORY

91. WHETHER SUFFICIENT GUARDS EMPLOYED FOR SAFETY? (YES/NO) - MANDATORY

92. DOES THE SCHOOL HAVE RAMPS FOR THE DIFFRENTLY-ABLED? (YES/NO) – MANDATORY

93. BUILDING SAFETY CERTIFICATE (*TO BE UPLOADED IN PDF FORMAT WITH SIZE LESS THAN 1 MB*) - MANDATORY

TRANSPORT FACILITY DETAILS

94. TOTAL NUMBER OF BUSES OWNED BY THE SCHOOL - MANDATORY

95. TOTAL NUMBER OF BUSES HIRED BY THE SCHOOL - MANDATORY

96. TOTAL NUMBER OF VANS/MINI BUSES/MATADORS - MANDATORY

97. NUMBER OF FEMALE ATTENDANTS FOR BUS DUTY - MANDATORY

98. TOTAL NUMBER OF DRIVERS - MANDATORY

99. NAME OF TRANSPORT COORDINATOR - MANDATORY

100. CONTACT NUMBER OF TRANSPORT COORDINATOR - MANDATORY

101. UPLOAD TRANSPORT SAFETY CERTIFICATE IF AVAILABLE (TO BE UPLOADED IN PDF FORMAT WITH SIZE LESS THAN 1 MB) –OPTIONAL

LOCATION INFORMATION (PART -VII)

102. NAME OF NEAREST NATIONALIZED BANK WITH STRONG ROOM FACILITY -

MANDATORY

103. DISTANCE FROM THE BANK (IN KILOMETERS) - MANDATORY

104. NAME OF NEAREST BUS STATION - MANDATORY

105. DISTANCE FROM BUS STATION (IN KILOMETERS) - MANDATORY

106. NAME OF NEAREST RAILWAY STATION –MANDATORY

107. DISTANCE FROM RAILWAY STATION (IN KILOMETERS) - MANDATORY

108. NAME OF NEAREST AIRPORT - MANDATORY

109. DISTANCE FROM THE AIRPORT (IN KILOMETERS) - MANDATORY

110. NAME OF NEAREST HOSPITAL - MANDATORY

111. DISTANCE FROM THE HOSPITAL (IN KILOMETERS) - MANDATORY

112. NAME OF NEAREST POLICE STATION - MANDATORY

113. DISTANCE FROM THE POLICE STATION (IN KILOMETERS) - MANDATORY

114. NAME OF NEAREST METRO STATION (IF AVAILABLE) - OPTIONAL

115. DISTANCE FROM METRO STATION (IN KILOMETERS IF AVAILABLE) - OPTIONAL

CONTRIBUTION TOWARDS ENVIRONMENT PROTECTION (PART-VIII)

116. WHETHER RAIN WATER HARVESTING HAS BEEN DONE IN THE CAMPUS? (YES/NO) – MANDATORY

117. WHETHER ROOF WATER HARVESTING IS BEING UNDERTAKEN BY THE SCHOOL? (YES/NO) – MANDATORY

118. WHETHER HARVESTED WATER IS RECYCLED FOR GARDENING, ETC? (YES/NO) – MANDATORY

119. WHETHER SCHOOL ENSURES MAINTENANCE OF ALL WATER FAUCETS/PIPES ETC TO PREVENT ANY LEAKAGES? (YES/NO) – MANDATORY

120. WHETHER SEGREGATION OF WASTE IS DONE AT SOURCE? (YES/NO) – MANDATORY

121. WHETHER ORGANIC WASTE IS BEING RECYCLED? (YES/NO) – MANDATORY

122. WHETHER WASTE PAPER IS RECYCLED? (YES/NO) – MANDATORY

123. WHETHER SCHOOL IS MAKING EFFORTS TO REDUCE USE OF PAPER BY ADOPTING IT SOLUTIONS? (YES/NO) – MANDATORY

124. WHETHER THERE IS PROPER DISPOSAL OF SOLID WASTE? (YES/NO) – MANDATORY

125. WHETHER THERE IS A SYSTEM FOR DISPOSAL OF ELECTRONIC WASTE? (YES/NO) – MANDATORY

126. WHETHER SCHOOL IS USING ENERGY SAVING AND ENERGY EFFICIENT ELECTRICAL EQUIPMENT? (YES/NO) – MANDATORY

127. WHETHER PLANTATION/GARDENING HAS BEEN DONE IN AND AROUND CAMPUS? (YES/NO) – MANDATORY

128. WHETHER DRIP IRRIGATION IS THE ONLY MEANS OF WATERING THE GARDEN? (YES/NO) – MANDATORY

129. WHETHER SCHOOL IS USING SOLAR ENERGY? (YES/NO) – MANDATORY

130. WHETHER WASTE WATER FROM RO PLANT FOR DRINKING WATER IS BEING HARVESTED/RECYCLED? (YES/NO) – MANDATORY

131. WHETHER SCHOOL IS PROMOTING AWARENESS AMONGST CHILDREN AND PARENTS ON ENVIRONMENTAL CONSERVATION AND CLEANLINESS? (YES/NO) – MANDATORY

132. WHETHER CHILDREN ARE BEING TAUGHT HOW TO AUDIT THE USE OF WATER AND WHETHER THEY ARE BEING ENCOURAGED TO TAKE IT UP AT HOME? (YES/NO) – MANDATORY

133. WHETHER CHILDREN ARE TAKING UP WATER AUDITING AT SCHOOL? (YES/NO) – MANDATORY

134. WHETHER ENVIRONMENTAL LITERACY IS PROMOTED THROUGH INTEGRATION IN ACADEMICS? (YES/NO) – MANDATORY

135. WHETHER TREES HAVE BEEN PLANTED BY STUDENTS, IN SCHOOL AT HOME/ IN NEIGHBOURHOOD IN THE CURRENT ACADEMIC YEAR? (YES/NO) – MANDATORY

136. WHETHER CONSERVATION OF ENVIRONMENT IS PROMOTED AS PER SECTION 14.26 OF AFFILIATION BYE-LAWS ? (YES/NO) – MANDATORY

137. TOTAL TREES PLANTED? (BY STUDENTS AND TEACHERS) – MANDATORY

138. TOTAL AMOUNT OF WATER CONSERVED (IN LITRES)? (BY STUDENTS AND TEACHERS) – MANDATORY

139. TARGET DATE FOR STOPPING USE OF POLYTHENE– MANDATORY

OTHER INFORMATION (PART-IX)

140. PASS PERCENTAGE OF LAST THREE YEARS (CLASS 10) - MANDATORY

141. PASS PERCENTAGE OF LAST THREE YEARS (CLASS 12) - MANDATORY

142. PARENT TEACHERS ASSOCIATION AS PER NORMS (YES/NO) - MANDATORY

143. AVAILABILITY OF WELLNESS/ACTIVITY TEACHER (YES/NO) - MANDATORY

144. NAME OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER - MANDATORY

145. CONTACT NUMBER OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER - MANDATORY

146. EMAIL ID OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER - MANDATORY

147. NAME OF HEAD OF SEXUAL HARASSMENT COMMITTEE - MANDATORY

148. CONTACT NUMBER OF HEAD OF SEXUAL HARASSMENT COMMITTEE - MANDATORY

149. EMAIL ID OF HEAD OF SEXUAL HARASSMENT COMMITTEE – MANDATORY

150. NAME OF CONTACT PERSON IN CASE OF EMERGENCY - MANDATORY

151. MOBILE/PHONE NUMBER OF PERSON IN CASE OF EMERGENCY - MANDATORY

152. EMAIL ID OF PERSON IN CASE OF EMERGENCY - MANDATORY

153. NUMBER OF DOCTORS IN SCHOOL CLINIC - MANDATORY

154. NUMBER OF NURSES IN SCHOOL CLINIC - MANDATORY

155. NUMBER OF BEDS IN SCHOOL CLINIC - MANDATORY

156. INVOLVEMENT OF SCHOOL IN CBSE ACTIVITIES (ACTIVE/NEUTRAL/PASSIVE)

- MANDATORY

157. DOES THE SCHOOL HAVE EPF FACILITY FOR STAFF (YES/NO) –MANDATORY

158. EPF REGISTRATION NUMBER –MANDATORY

159. SALARY PAID TO STAFF THROUGH (CASH/CHEQUE/BANK TRANSFER) - MANDATORY

160. NAME OF THE BANK WITH WHICH THE SCHOOL HAS SALARY ACCOUNT – MANDATORY

161. ACADEMIC SESSION OF SCHOOL - MANDATORY
    a. FROM
    b. TO

162. VACATION PERIOD OF SCHOOL - MANDATORY
    c. FROM
    d. TO

163. UPLOAD ACADEMIC CALENDAR - MANDATORY

164. BEST PRACTICES OF SCHOOL – MANDATORY

165. WHETHER ACCOUNTS ARE BEING REGULARLY AUDITED (YES/NO) - MANDATORY

166. FEE STRUCTURE OF SCHOOL - MANDATORY

PRIMARY	ADMISSION FEE	TUITION FEE	YEARLY DEVELOPMENTAL CHARGES	OTHER CHARGES (IF ANY)
MIDDLE				
SECONDARY				
SENIOR SECONDARY				

167. DO THE TEACHERS GET PROPER GRADE LIKE PGT/TGT AS PER THE CLASSES THEY ARE ENTITLED TO TEACH? (YES/NO) - MANDATORY

168. DO THE TEACHERS AND STAFF GET THEIR SALARY WITHIN FIRST WEEK OF THE MONTH? (YES/NO) - MANDATORY

169. UPLOAD STAFF STATEMENT (NAME, DESIGNATION, QUALIFICATION, EXPERIENCE AND PAY SCALES OF PRINCIPAL AND TEACHERS OF DIFFERENT GRADES) - MANDATORY

170. UPLOAD AUDITED BALANCE SHEET (STRICTLY FOR REFERENCE ONLY BY CBSE) - MANDATORY

171. UPLOAD INCOME & EXPENDITURE STATEMENT (STRICTLY FOR REFERENCE ONLY BY CBSE) – MANDATORY

172. MANDATORY ART EDUCATION FROM CLASS 1 TO 10 -TWO PERIOD A DAY? (YES/NO) – MANDATORY

173. WHETHER SELECTION OF TEXTBOOKS FOR ALL GRADES ARE AS PER NORMS ((SECTION-2.4.7 (A) OF AFFILIATION BYE-LAWS))? (YES/NO) – MANDATORY

174. WHETHER LIST OF PRESCRIBED BOOKS ARE PUBLISHED ON SCHOOL WEBSITE WITH WRITTEN DECLARATION AS PER (SECTION-2.4.7 (B) OF AFFILIATION BYE-LAWS)? (YES/NO) – MANDATORY

175. WHETHER INFORMATION AS PER PARA (2.4.9 OF AFFILIATION BYE-LAWS) PUBLISHED ON THE SCHOOL WEBSITE? (YES/NO) – MANDATORY

176. WHETHER ALL GUIDELINES RELATED TO POCSO ACT COMPLIED WITH AS PER (SECTION-14.25 OF AFFILIATION BYE-LAWS)? (YES/NO) – MANDATORY

177. WHETHER ANNUAL REPORT CONTAINS INFORMATION AS PER (SECTION-14.5 OF AFFILIATION BYE-LAWS)? (YES/NO) – MANDATORY

178. WHETHER ANNUAL HEALTH CHECK-UP OF STUDENTS DONE AND THEIR RECORDS MAINTAINED ? (YES/NO) – MANDATORY

179. WHETHER DISABLED STUDENTS FACILITATED AS PER (SECTION-14.15 OF AFFILIATION BYE-LAWS)? (YES/NO) – MANDATORY

180. WHETHER IN-SERVICE TRAINING ORGANISED AS PER (SECTION-16 OF AFFILIATION BYE- LAWS)? (YES/NO) – MANDATORY

181. NUMBER OF TEACHERS IN SCHOOL WHO DOWNLOADED CBSE SHIKSHA VANI– MANDATORY

182. ADOPTION OF EXPERIENTIAL LEARNING PEDAGOGY -IN WHICH GRADES– MANDATORY

183. WHETHER ANNUAL PEDAGOGICAL PLANS PREPARED, SUBMITTED AND IMPLEMENTATED? (YES/NO) – MANDATORY

184. NUMBER OF TEACHERS TRAINED ON THE ANNUAL THEME OF CBSE - EXPERIMENTAL LEARNING AND INNOVATIVE PEDAGOGY– MANDATORY

185. UPLOAD AFFIDAVIT TO CERTIFY THAT THEIR OASIS INFORMATION IS UPDATED (LESS THAN 1 MB IN PDF FORMAT ONLY). THE AFFIDAVIT SHOULD CONTAIN THE FOLLOWING INFORMATION-

   • That the school has uploaded correct and updated information in the OASIS and the last updating was done on (DD/MM/YYYY) date.

   • That the school is displaying correct and updated information as mandated

     In rule 8.8 (iv) of Affiliation Byelaws of the Board in the school's website (Name of school website)

   • That "the school is collecting fee from students and also dispersing expenses, salary to the staff through Bank Transfer only with reference to Board circular dated 10.12.2016" regarding "Promotion of cashless transactions in the CBSE affiliated schools" . – MANDATORY

ADDITIONAL INFORMATION (U-DISE)

1. U-DISE CODE – OPTIONAL FOR FOREIGN SCHOOLS

2. LOCATION OF SCHOOL (RURAL/URBAN) – OPTIONAL FOR FOREIGN SCHOOLS

3. HABITATION NAME/MOHALLA – OPTIONAL FOR FOREIGN SCHOOLS

4. VILLAGE NAME – OPTIONAL FOR FOREIGN SCHOOLS

5. PANCHAYAT NAME – OPTIONAL FOR FOREIGN SCHOOLS

6. PIN CODE – OPTIONAL FOR FOREIGN SCHOOLS
7. CLUSTER RESOURCE CENTER – OPTIONAL FOR FOREIGN SCHOOLS
8. CD BLOCK MANDAL/TALUKA NAME – OPTIONAL FOR FOREIGN SCHOOLS
9. EDUCATION ZONE MANDAL/TALUKA NAME – OPTIONAL FOR FOREIGN SCHOOLS
10. ASSEMBLY CONSTITUENCY – OPTIONAL FOR FOREIGN SCHOOLS
11. MUNICIPALITY – OPTIONAL FOR FOREIGN SCHOOLS
12. SCHOOL APPROACHABLE BY ALL WEATHER ROAD? (YES/NO) - MANDATORY
13. IS THIS A SPECIAL SCHOOL?(YES/NO) - MANDATORY
14. IS THIS A SHIFT SCHOOL?(YES/NO) - MANDATORY
15. IS THIS A RESIDENTIAL SCHOOL?(YES/NO) - MANDATORY
16. TYPE OF RESIDENTIAL SCHOOL - OPTIONAL
17. IS THIS A RELIGIOUS MINORITY SCHOOL?(YES/NO) – MANDATORY
18. TYPE OF MINORITY SCHOOL – OPTIONAL
19. NUMBER OF ACADEMIC INSPECTIONS DURING LAST ACADEMIC YEAR - MANDATORY
20. NUMBER OF VISITS BY CRC COORDINATOR DURING LAST ACADEMIC YEAR - OPTIONAL
21. NUMBER OF VISITS BY BLOCK LEVEL OFFICER DURING LAST ACADEMIC YEAR - OPTIONAL
22. ADD TEACHING AND NON TEACHING STAFF DETAILS HAVING FOLLOWING MANDATORY PARAMETERS: - MANDATORY
    a) TEACHER CODE
    b) AADHAAR NUMBER (OPTIONAL)
    c) NAME
    d) GENDER
    e) DATE OF BIRTH
    f) SOCIAL CATEGORY
    g) POST
    h) TYPE OF TEACHER
    i) NATURE OF APPOINTMENT
    j) YEAR OF JOINING IN SERVICE
    k) TOTAL DAYS OF IN SERVICE TRAINING IN LAST ACADEMIC YEAR (BRC)
    l) TOTAL DAYS OF IN SERVICE TRAINING IN LAST ACADEMIC YEAR (CRC)
    m) TOTAL DAYS OF IN SERVICE TRAINING IN LAST ACADEMIC YEAR (DIET)
    n) HIGHEST QUALIFICATION(ACADEMIC)
    o) HIGHEST QUALIFICATION(PROFESSIONAL)
    p) CLASSES TAUGHT
    q) APPOINTED FOR SUBJECT
    r) MAIN SUBJECT TAUGHT
    s) ADDITIONAL SUBJECT TAUGHT

t)   NUMBER OF WORKING DAYS SPENT ON NON TEACHING

u)   MATHS/SCIENCE STUDIED UPTO

v)   ENGLISH STUDIED UPTO

w)   SOCIAL SCIENCE STUDIED UPTO

x)   WORKING IN PRESENT SCHOOL SINCE(YEAR)

y)   TRAINED IN USE OF COMPUTERS (YES/NO)

z)   DISABILITY (IF ANY)

    aa) TRAINED TO TEACH COMPUTERS

    bb) MOBILE NUMBER

    cc) EMAIL ID

    dd) BANK NAME

    ee) ACCOUNT NUMBER

    ff) EVALUATION MEDIUM

    gg) IFSC CODE

    hh) SUBJECT X -(1) WITH EXPERIENCE

    ii) SUBJECT X -(2) WITH EXPERIENCE

    jj) SUBJECT XII -(1) WITH EXPERIENCE

    kk) SUBJECT XII -(2) WITH EXPERIENCE

    ll) WARD APPEARING CLASS 10-12

    mm) PAN NO

SPECIAL PARTICULARS FOR ELEMENTARY SCHOOL

23. NUMBER OF INSTRUCTIONAL DAYS DURING LAST ACADEMIC YEAR - OPTIONAL

24. SCHOOL HOURS FOR CHILDREN PER DAY (CURRENT YEAR) - OPTIONAL

25. SCHOOL HOURS FOR TEACHERS PER DAY (CURRENT YEAR) - OPTIONAL

26. IS CCE BEING IMPLEMENTED? (YES/NO/NA) - OPTIONAL

27. ARE PUPIL CUMULATIVE RECORDS BEING MAINTAINED? (YES/NO) - OPTIONAL

28. ARE PUPIL CUMULATIVE RECORDS SHARED WITH PARENTS? (YES/NO) - OPTIONAL

29. NUMBER OF STUDENTS PROVIDED SPECIAL TRAINING (CURRENT YEAR)- OPTIONAL

30. NUMBER OF STUDENTS ENROLLED IN SPECIAL TRAINING (PREVIOUS YEAR) - OPTIONAL

31. NUMBER OF STUDENTS COMPLETED SPECIAL TRAINING (PREVIOUS YEAR) - OPTIONAL

32. HAS SCHOOL MANAGEMENT COMMITTEE (SMC) BEEN CONSTITUTED? (YES/NO) – OPTIONAL

33. NUMBER OF MEETINGS HELD BY SMC DURING LAST ACADEMIC YEAR - OPTIONAL

34. WHETHER SMC PREPARE THE SCHOOL DEVELOPMENT PLAN? (YES/NO) - OPTIONAL

35. WHETHER SEPARATE BANK ACCOUNT FOR SMC? (YES/NO) - OPTIONAL
36. IF YES, PROVIDE BANK NAME, ACCOUNT HOLDER'S NAME, BANK ACCOUNT NUMBER, IFSC CODE - OPTIONAL
37. WHEN WAS THE TEXTBOOK RECEIVED FOR CURRENT YEAR? - OPTIONAL
38. WHETHER COMPLETE SET OF FREE TEXT BOOKS FOR TEACHERS LEARNING EQUIPMENT (TLE) RECEIVED? (YES/NO) - OPTIONAL
39. WHETHER TLE RECEIVED FOR EACH GRADE? (YES/NO) –OPTIONAL
40. WHETHER PLAY MATERIAL GAMES AND SPORTS MATERIAL AVAILABLE FOR EACH GRADE? (YES/NO) - OPTIONAL
41. ARE THE MAJORITY OF PUPILS TAUGHT THROUGH THEIR MOTHER TONGUE AT PRIMARY STAGE? (YES/NO) –OPTIONAL
42. LANGUAGES TAUGHT AT PRIMARY STAGE: MENTION THE NAME OF LANGUAGE - OPTIONAL
43. IS ANGANWADI CENTRE IN OR ADJACENT TO SCHOOL? (YES/NO) –OPTIONAL SCHOOL PARTICULARS FOR SECONDARY AND HIGHER SECONDARY SCHOOLS ONLY
44. NUMBER OF INSTRUCTIONAL DAYS DURING LAST ACADEMIC YEAR- OPTIONAL
45. SCHOOL HOURS FOR CHILDREN PER DAY (CURRENT YEAR) –OPTIONAL
46. SCHOOL HOURS FOR TEACHERS PER DAY (CURRENT YEAR) - OPTIONAL
47. ARE SCHOOL MANAGEMENT COMMITTEE (SMC) AND SCHOOL MANAGEMENT DEVELOPMENT COMMITTE (SMDC) SAME? (YES/NO) –OPTIONAL
48. IF NO, UPLOAD DETAILS OF SMDC - OPTIONAL

PHYSICAL FACILITIES AND EQUIPMENTS

49. NUMBER OF CLASSROOMS BY CONDITION – MANDATORY

PUCCA	PARTIALLY PUCCA	KUCHHA	TENT

50. IS LAND AVAILABLE FOR EXPANSION OF SCHOOL ACTIVITIES? (YES/NO) - MANDATORY
51. IS SEPARATE ROOM AVAILABLE FOR PRINCIPAL/HEAD TEACHER? (YES/NO) - MANDATORY
52. IS SEPARATE ROOM AVAILABLE FOR VICE PRINCIPAL/ASSISTANT HEAD TEACHER? (YES/NO) - MANDATORY
53. IS SEPARATE ROOM AVAILABLE FOR CRAFTS/CO CURRICULAR ACTIVITIES? (YES/NO) - MANDATORY
54. ARE STAFF QUARTERS AVAILABLE? (YES/NO) - MANDATORY
55. IS HAND WASHING FACILITY AVAILABLE NEAR TOILET/ URINALS? (YES/NO)

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– MANDATORY

56. IS ELECTRICITY CONNECTION AVAILABLE? (YES/NO) - MANDATORY

57. IS AUDIO/VISUAL/PUBLIC ADDRESS SYSTEM AVAILABLE? (YES/NO) - MANDATORY

58. IS LCD PROJECTOR AVAILABLE? (YES/NO) - MANDATORY

59. IS PRINTER AVAILABLE? (YES/NO) - MANDATORY

60. IS SCANNER AVAILABLE? (YES/NO) - MANDATORY

61. IS RAIN WATER HARVESTING IMPLEMENTED? (YES/NO) –MANDATORY

62. SPEED OF PRINTER –MANDATORY

63. NUMBER OF PHOTOCOPIERS AVAILABLE –MANDATORY

64. IS LEASE LINE AVAILABLE? (YES/NO) – MANDATORY

65. SPEED OF LEASE LINE (IF AVAILABLE)-MANDATORY

MID DAY MEAL INFORMATION (Only for Government and Aided Schools)

66. STATUS OF KITCHEN SHED(IF MEAL PREPARED IN SCHOOL) - OPTIONAL

67. SOURCE OF MDM(IF MEAL NOT PREPARED IN SCHOOL) - OPTIONAL

SPORTS INFORMATION

68. DOES THE SCHOOL HAVE A MANDATORY SPORTS/GAMES PERIOD FROM CLASS 1 TO 12 EVERY DAY? -MANDATORY

69. SELECT ALL THE SPORTS OFFERED IN YOUR SCHOOL - OPTIONAL

   a) AEROBICS
   b) ATHLETICS
   c) BASKETBALL
   d) CHESS
   e) FOOTBALL
   f) HANDBALL
   g) JUDO
   h) KHO KHO
   i) SWIMMING
   j) TABLE TENNIS
   k) VOLLEYBALL
   l) ARCHERY
   m) BADMINTON
   n) BOXING
   o) CRICKET
   p) GYMNASTICS
   q) HOCKEY
   r) KABADDI
   s) SHOOTING
   t) TAEKWONDO
   u) TENNIS

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v)   YOGA ENROLLMENT INFORMATION
70.   CATEGORY WISE NUMBER OF STUDENTS - MANDATORY
    i.   PRIMARY
        a) GEN
        b) SC
        c) ST
        d) OBC
    ii.   MIDDLE
        a) GEN
        b) SC
        c) ST
        d) OBC
    iii.   SECONDARY
        a) GEN
        b) SC
        c) ST
        d) OBC
    iv.   SENIOR SECONDARY
        a) GEN
        b) SC
        c) ST
        d) OBC
71.   MINORITY GROUP WISE NUMBER OF STUDENTS –MANDATORY

	MUSLIM	CHRISTIAN	JAIN	SIKH	OTHERS
PRIMARY					
MIDDLE					
SECONDARY					
SENIOR SECONDARY					

1.   NUMBER OF CHILDREN WITH SPECIAL NEEDS - MANDATORY
    a.   VISUAL IMPAIRMENT (CLASSES 1 TO 12)
    b.   SPEECH IMPAIRMENT (CLASSES 1 TO 12)
    c.   LOCOMOTIVE IMPAIRMENT (CLASSES 1 TO 12)
    d.   HEARING IMPAIRMENT (CLASSES 1 TO 12)
    e.   CEREBRAL PALSY (CLASSES 1 TO 12)
    f.   AUTISM (CLASSES 1 TO 12)
    g.   LEARNING DISABILITY (CLASSES 1 TO 12)

        h.   MULTIPLE DISABILITIES (CLASSES 1 TO 12)

FACILITY INFORMATION

72. FACILITY PROVIDED TO PRIMARY STUDENTS - MANDATORY

    a) GEN
        j.   SC
        k.   ST
        l.   OBC
        m. MUSLIM MINORITY

2. FACILITY PROVIDED TO UPPER PRIMARY STUDENTS - MANDATORY

    a. GEN
    b. SC
    c. ST
    d. OBC
    e. MUSLIM MINORITY

3. FACILITY PROVIDED TO CWSN STUDENTS - MANDATORY

ELEMENTARY

    a. BRAILLE BOOKS/KITS
    b. LOW VISION KIT
    c. BRACES
    d. CRUTCHES
    e. WHEELCHAIRS
    f. CALIPERS
    g. TRI CYCLES

SECONDARY

    a. BRAILLE BOOKS/KITS
    b. LOW VISION KIT
    c. BRACES
    d. CRUTCHES
    e. WHEELCHAIRS
    f. CALIPERS
    g. TRI CYCLES

HIGHER SECONDARY

    h. BRAILLE BOOKS/KITS
    i. LOW VISION KIT
    j. BRACES
    k. CRUTCHES
    l. WHEELCHAIRS
    m. CALIPERS
    n. TRI CYCLES

Section XV

**FREQUENTLY ASKED QUESTIONS (FAQS)
ON OASIS**

$$\boxed{\textbf{Section XV}}$$

FREQUENTLY ASKED QUESTIONS (FAQS) ON OASIS

Q. We are a newly affiliated school and do not have user id and password. How to proceed?

A. Please contact your regional office for the same.

Q. We are a using correct LOC/Registration user id and password and still cannot login. How to proceed?

A. Please use first 15 characters of your password. If you still cannot login, please contact your regional office for the confirmation of your password.

Q. We have paid late fee and still the portal asks us to pay. What to do?

A. In case of payment through Debit/Credit cards, the status gets updated instantly, if it does not update, please send a mail to oasis.cbse@gmail.com In case of NEFT, it takes 24-48 hours for payment to get updated. If the last date of data submission is near please pay by Debit/Credit card only.

Q. Our affiliation number has changed/updated. How to migrate old OASIS details to the new version?

A. Please send a mail to oasis.cbse@gmail.com mentioning both your affiliation numbers along with the attached affiliation grant letter.

Q. We need a waiver of late fee. How to proceed?

A. Fine waiver is not allowed.

Q. I am unable to login.

A. Please contact your regional office and verify your password.

Q. When I submit the last page, it shows "kindly do not add or remove any columns".

A. Please do not rename or add or remove any columns from the excel file of staff details. Download a fresh template, fill manually and submit again.

Q. When I submit the last page, it shows "your excel file might be empty".

A. Excel file is corrupt. Please download a fresh template and submit again.

Q. My login shows fine of Rs 50000. I need fine waiver.

A. No waive off is allowed.

Q. When I submit/login, it shows site not reachable.

A. Please check your internet connectivity. Please use faster connection.

Q. When I submit/login the form keeps on submitting but does not submit.

A. Please check your internet connectivity. Please use faster connection.

Q. When I submit the last page, it shows "your excel file may be empty".

A. Excel file is corrupted. Please download a fresh excel and fill in manually and submit again in excel format only.

Q. I paid late fee and the portal is still not open.

A. In case of payment through Debit/Credit cards, the status gets updated instantly, if it does not update, please drop a mail to oasis.cbse@gmail.com In case of NEFT, it takes 24-48 hours for payment to get updated. If the last date of data submission is near please pay by Debit/Credit card only.

Q. I do not have UDISE code.

A. Please go to UDISE website or contact your State Education Department.

Q. What to fill in TEACHER CODE column?

A. Employee code of the teacher. If not available, you may put serial number.

Q. How to check if all the sections are submitted?

A. Please check your dashboard, where there should be "COMPLETED" written in green against sections which are submitted successfully.

Q. We have submitted but the files that we uploaded is not shown.

A. No problem. Files will not show up.

Q. We have submitted but the additional information is not visible in report.

A. No problem.

Q. How do I ensure that OASIS data entry is complete?

A. A pdf file with the title "Final Report" will open. Please disable pop-up blocker of your browser.

Q. We have applied for affiliation extension. What to fill for affiliation validity date.

A. Please fill 31 March of the concerned year.

Q. I do not have a certain document (NOC/Building Safety Certificate/Transport Safety Certificate etc)

A. Please contact affiliation department.

For geo-tagged photos:

Put location service/gps ON. Then take photo. For some phones, you need to go to camera settings and put location tag ON. If still not able to geotag, please drop a mail.

For other queries, take a screen shot and drop a mail to oasis.cbse@gmail.com

Section XVI

REGISTRATION OF CLASS IX/XI STUDENTS FOR SESSION 2020-2021

Section XVI

REGISTRATION OF CLASS IX/XI STUDENTS FOR SESSION 2020-2021

Registration of students in Class IX & XI is a very significant process which helps CBSE in advance planning for holding the Class X & XII examinations of these students in the subsequent year. Another important aspect of registration is to communicate the students' personal particulars to the parents so that in case there is any mistake in the personal details of the student concerned the same may be corrected prior to the conduct of Class X/XII examination. This helps in eliminating requests in future for making the corrections. The process of Registration shall start from **07.09.2020 (Monday)**. The link for Registration will be www.cbse.nic.in/newsite/reg2020.html.

Following actions are desired to be taken for registration of students: -

1. There are many information without understanding the same schools will not be able to fill the Registration data correctly. Hence, it is requested that Principal should read this circular personally and understand the same.

2. Only those students shall be allowed to appear for class X/XII Examination to be held in February/March 2022 whose names would be submitted through the online process of Registration.

3. **Schools should ensure that: -**
    (i)   Students being sponsored are their own regular and bonafide students
    (ii) No bonafide students' name is left unsponsored
    (iii) Students are not from any unauthorised/unaffiliated schools
    (iv) Students are regularly attending classes in your school
    (v)   Students are not registered with some other School Education Board.

In this context please see provisions in para 14.2 under the Affiliation Byelaws, 2018, which are as follows:

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

14.2.1   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.

14.2.2   No affiliated school shall present the candidates to the Board's examination who are not on its rolls.

14.2.3   No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.

14.2.4   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.

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14.2.5   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.

14.2.6   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."

4. Further, to ensure compliance of Examination and Affiliation Bye-Laws, as given in this framework may please be referred to for strict compliance.

5. All schools need to ensure that rules of the CBSE are being followed in true sense for registration of Candidates, availability of class rooms and the teachers. In a section 40 students are allowed, and teacher pupil ratio is 1:30. **Further, number of sections cannot exceed the number of sections permitted by the Board**.

6. All CBSE affiliated schools are required to register themselves before proceeding for online submission. Schools must use the 'Affiliation Number' as user ID, already available with them.

7. Newly affiliated schools should contact the concerned Regional Office of the CBSE for obtaining school code and password, after which schools are advised to change the password for future use and keep it confidential to avoid misuse. Maintaining the safety of the password shall be the sole responsibility of the school.

8. Board is extending several exemptions/concessions to candidates with disabilities as defined in the "The Rights of Persons with Disabilities Act 2016" In this context, you are requested to refer to related section givin in this framework.

Features of the Online Registration system are as under: -

1. Before proceeding for Registration of students, existing schools shall have to update the data on OASIS.

2. Only those TGTs/PGTs who are teaching Classes IX-X/XI-XII respectively should be shown as TGT/PGT to ensure appointment of eligible evaluators for quality evaluation. Accordingly, in OASIS, classes taught need to be clearly filled in by the schools.

3. It may be ensured that the **full names of all the teachers shall be filled in** the OASIS. Abbreviations should not be used.

4. **New Schools have to** first enter the information on the OASIS portal. The information on OASIS should be filled very carefully as schools will not be allowed to change the declared section/strength of students afterwards.

5. As per Rule 6.1(a)(iii) of the Examination Bye-Laws, school shall ensure that the student, while seeking admission in a class, satisfies the requirement of age limit (minimum and maximum) as determined by the State/ U.T. Government and applicable to the place where the School is located.

6. **Schools are requested to fill in full name of the candidate, mother, father/guardian. Abbreviations should be avoided as they create problems for the students' in future.**

7. Class IX/XI examinations have to be conducted internally by the schools.

8. All Independent Schools situated in India have to deposit Sports Fee of Rs.10,000/- alongwith registration fee. This fee will be collected through the Online system by default. No separate sports fee is required to be sent by the schools situated in India to concerned Regional Office.

9. Schools can complete the registration process by individual entry or uploading filled in excel file provided by the online registration system.

10. Schools shall have to upload the photographs and signature of their bonafide students in Class IX/XI registration before final submission. Correct procedure for uploading of the photographs and signature is given in **Annexure-1** of this section. The Hardware, software and manpower requirements in schools for effective use of CBSE's IT Applications/ Portals is given in **Section XIV**.

11. For Class-IX (Skill) and Class-XI (Academic & Skill), schools are advised to offer only those subjects which have been permitted to them by the Board. In case, school sponsors students in subject(s) other than those permitted by the Board, CBSE shall take following action:
    (i) Candidates will not be allowed to appear in the examination in those subject(s) in Class X/XII and would be treated as not eligible.
    (ii) Disaffiliation proceedings shall be started against the school.

12. Board has prescribed scheme of studies which is available in the Curriculum on the link **http://cbseacademic.nic.in/curriculum.html** for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.

13. In accordance with the Scheme of studies, Board has prescribed list of valid/invalid combination of subjects. School should check the combination of subjects before filling in the subjects in the LOC as per **Annexure-2** (for Class IX/X) and **Annexure-3** (for Class XI/XII).

14. Details of all students should be submitted only in one lot for each fee slab. Partial submission of data will be not allowed in a fee slab. Meaning thereby, in each slot only one list of the students will be accepted

15. In case of refund of excess fee, schools should contact the Regional Office concerned.

16. **In earlier years, schools were required to send the signed copy of finalized data of registered students of class IX/XI to concerned Regional Office. From this year onwards, this practice has been done away with. Now data of registered students will be uploaded on the system provided with the digital signature of the Principal. In this regard complete guidelines will be issued separately. It may be ensured that data uploaded is fully correct. No updation of data will be permitted by the CBSE after its final submission.**

17. **No window for correction in the uploaded data will be made available from this year onwards. Uploading of correct data is the responsibility of the school concerned.**

18. On-line submission shall close at 5.00 PM on the designated dates. Schools are, therefore, advised to complete the online submission well in time to avoid the possibility of slow connection/failure to connect with server on account of heavy load on internet on the penultimate day or because of any other reason.

Efforts for correct data: -

It has been observed that students after passing Class X and Class XII are making request to the CBSE to make the corrections/changes in their personal data viz- their name, date of birth, name of their mother and father and to issue revised Educational Documents. Their requests are found to be based on several excuses. These requests are quite difficult to accept by the Schools as well as by the CBSE as these could lead to creation of new identity.

School will not change any record of any student once admitted in Class IX without approval of the CBSE.

CBSE has therefore decided from the year 2019 schools that should brief/guide these students about the importance of correct data and precautions to be taken by the students while getting themselves registered in CBSE in Class-IX. CBSE is also making efforts and several checks so that no request is received by the CBSE for correction of data. The measures to be taken are: -

1. Bringing into the notice of the students that how correct data is to be provided for registration.
2. Registration details will be provided to the students and the parents in the form of registration card by the school to confirm correctness of details.
3. List of Candidate (LOC) will be based on the data provided in Registration record. Parents will sign the LOC as a confirmation of the correctness of data.
4. Undertaking about correctness of data on Admit Card by candidate and parent.
5. Parents will sign an undertaking at the back of the Class X and XII certificate that they have checked the data and found correct.

Accordingly, schools are requested to guide the students in the following manner:-

a. Students must give the expanded name of Self and Father / Mother/Guardian. No abbreviations be given.
b. May check that their data is similar in all the documents like Date of Birth Certificate, School records, Aadhaar and Passport etc.
c. They will anticipate the requirement of the surname as when visiting abroad, it may be required by the visiting country to have both name and Surname.
d. Their Date of Birth is as per Date of Birth certificate and as per school record.
e. Students should describe their name in full i.e. no abbreviated form shall be accepted.

While uploading data, schools will be responsible for ensuring the following: -

1. Spelling of name of student/mother/father/Guardian is correct and is as per Admission & Withdrawal Register maintained by the school. It may be ensured that **full name of the candidate/mother/father/guardian be filled to avoid corrections in the future and avoid hardship to the candidate. Abbreviations should not be used.**
2. Date of Birth is correct and is as per Admission & Withdrawal Register maintained by the school.
3. Subject combinations are correct and as per Scheme of Studies.
4. Subject codes should be chosen carefully & especially in the following subjects, codes be chosen correctly:
    (i) In Class - IX : Hindi – A (002), Hindi – B(085), Urdu A(003), Urdu B(303), Mathematics Standard(041), Mathematics Basic(241).
    (ii) In Class – XI : Hindi Core(302), Hindi Elective(002), English Core(301), English Elective(001) Sanskrit Core(322), Sanskrit Elective(022), Urdu Core(303), Urdu Elective(003).

Submission of data in OASIS:-

1. Schools will also submit data in OASIS without any penalty till 20.10.2020.
2. After 20.10.2020, penalty as applicable in 2018 and 2019 shall be imposed.

It is expected that the schools will read the guidelines carefully, collect the correct data of the students & submit the same also correctly. Their efforts in uploading correct data will help in providing correct subject Question Papers to the candidates & also in providing documents with correct particulars.

Fee for Registration in Class IX/XI

Fee Slab	Registration Fee to be remitted per Student in INR		Schedule for On-line registration of Students	Last date for receiving of duly signed copy in Regional Office
	Schools in India	Schools Abroad		
Without late fee	300/- per student	**For Class-IX** 500/- per student **For Class-XI** 600/- per student	07.09.2020 to 04.11.2020	From current year, Registration data will be submitted online only
With Late fee	300/- + 2000/-* = 2300/-	**For Class-IX** 500/- + 2000/-*= 2500/- **For Class-XI** 600/- + 2000/-*= 2600/-	05.11.2020 to 13.11.2020	From current year, Registration data will be submitted online only

*Late fee

- Registration fee (IX, XI) will not be charged from visually impaired candidates.
- All Independent Schools located in India must pay Sports Fee of INR 10,000/- per school per year alongwith above registration fee. Online system will automatically add the sports fee with registration fee.
- As per Circular No. CBSE/ Dir.(Training & Skill Edu)/ 2019 dated March 09,2019 Circular No. 13/ 2019 relating to In-service Trainings of Principals and Teachers, the Board in compliance to the provisions of NCF and RTE-2009 has recently amended its affiliation Bye-laws which in addition to making a minimum of 5 days of in-service training programmes per year of teachers mandatory (chapter 16 of the affiliation byelaws), further stipulates that every School shall remit to the CBSE such fee for training of teachers and Principals at the CBSE Centers of Excellence as prescribed by the Board from time to time (clause 16.4.2 of the affiliation byelaws). Accordingly, each of the private independent school affiliated to CBSE is required to pay a minimum Training Development fee of Rs 10,000/- (schools located in India) / Rs. 50,000/- (schools located abroad) annually to CBSE from the session 2019-20 onwards. Online system will automatically add the sports fee with registration fee.
- **Illustration for calculating Late Fee: -**

  Fee shall be applicable as per fee schedule i.e. the date on which the data is finalized is taken for account for fee calculation

  (i) If students' details are entered and fee remitted on or before **04.11.2020** and finalization of data is done **on 04.11.2020 (or earlier)** then NO late fee shall be applicable.

  (ii) If students' details are entered on or **before 04.11.2020** and finalization of data is done **on or after 05.11.2020** then late fee shall be applicable.

Fee Payment

(a) **Fees for all activities is accepted only through following digital payments modes by CBSE:-**

 In India- Debit Card / Credit Card / NEFT/ RTGS

 Foreign- Debit Card / Credit Card / SWIFT

(b) Before payment of fee, schools can take the print of LOC in the form of check list. Once fee is paid, final LOC will be printed, and no correction could be made in the online or offline mode thereafter.

(c) As SWIFT updation may take 2-3 days, hence, schools situated outside India are advised to complete their process including payment of the fee in such a way that their process is over before the last date.

(d) In case of Bank related transaction or non-updation of Fee on server, the schools should contact the respective Bank through which payment was made. Contact details of Banks are given on CBSE website. Generally, Bank shall be requiring following information to resolve the issue of non updation of fee hence, be kept ready before getting in touch with the Bank:-

 (i) Mode of Payment

 (ii) Fee Reference No.

 (iii) Amount deposited

 (iv) Date of deposit

 (v) Branch where amount was deposited

 (vi) Bank reference number (Transaction ID as reflected in Bank account)

 (vii) Your contact number

STEPS OF ONLINE REGISTRATION OF STUDENTS IN CLASS IX/XI

1. During the process of Registration school will be required to update the following :-

   (a) Schools have to enter number of sections and number of students which should be in consonance with the information provided on OASIS. This information should be filled very carefully in OASIS as schools will not be allowed to change the declared section/strength afterwards.

   (b) School Details:

   Any correction in School details such as Principal Name, Phone Number, Experience, School website, valid Email address for future communications, Name of person(s) along with designation, authorized to submit students' details online should be updated.

   (c) Updation of Teacher Training Details:

   This option can be used to give mandatory details about the teacher training details in the schools. The details can be filled only once and hence should be done carefully. The printed hardcopy of the details should be submitted along with Final List in the concerned Regional Office.

2. Method of Uploading individual entry and uploading Excel file in lot:

   (a) Schools having few students in class IX/XI can enter the details directly on the website by individual entry.

   (b) For bulk entry, schools can optionally download the excel file by clicking the option 'Download Excel File'. Following may be kept in mind while filling data in excel file:-

   - SCHOOLS SHOULD NOT CHANGE THE FORMAT OF EXCEL FILE OTHERWISE THE STUDENTS DATA WILL NOT BE UPLOADED PROPERLY.
   - SCHOOLS CAN UPLOAD THE DATA THROUGH EXCEL FILE ONCE ONLY. SUBSEQUENT ADDITIONS, CORRECTIONS AND DELETIONS, IF ANY, SHALL HAVE TO BE MADE ONLINE ONLY.
   - The mobile number and E-Mail id on which the candidate can be contacted may be given.
   - After complete entries of the data in excel file and thorough checking, the same may be uploaded by clicking 'Upload Excel File' option. Don't FINALISE the data immediately till you Prepare a Check list and do necessary corrections.
   - The schools should tally and cross check the information submitted carefully and meticulously the details of each student enrolled as per the details available in the Admission and Withdrawal register of the School.
   - Schools are advised to be careful while entering name/Date of birth/other particulars of students.
   - The date on which the student's details are finalized shall determine the fee to be paid by the school and shall be generated automatically by the computer.
   - Those having poor connectivity of internet at school are advised to download excel file and make entries in offline mode. Then a text print be taken before uploading. The excel file can be uploaded from a broadband connected computer/cyber café.

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3. Check List Printing of Registered Students:
   a. Schools shall take a print of list of students submitted by choosing the option **"Check list Printing of Registered Students".**
   b. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".
   c. The heading of this List will be **'CHECK LIST OF STUDENTS REGISTERED FOR CLASS…'**
   d. The details in the list may be compared with the Original Admission and Withdrawal register. Subject Code and Subject Name offered by each student should also be checked.
   e. When all corrections including spelling mistakes have been noted down, correction have to be carried out online by choosing option **"Correction of Registered List of Students"**.

4. Correction of Registered List of Students:

   This activity has three options ADD, MODIFY, DELETE.
   - **ADD** : Details of any left out students/ new students can be submitted.
   - **MODIFY** : Correction in the already submitted details of the student can be updated/ modified/corrected. The Record No. printed against the student's details is typed and the student's details shall be displayed on the screen. Required updation/ correction/ modification can be typed against the particular details.
   - **DELETE** : Already submitted details of the student can be removed from the list completely by typing the Record No. printed against the student's detail whose details are to be removed from the list. Student's details shall be displayed on the screen before deletion. Details once deleted can not be recovered and has to be re-entered if needed again by using ADD option.

Note: Option "Checklist Printing of Registered Students" and Option "Correction of Registered List of Students" may be repeated any number of times till the list is error-free.

5. Finalization of Data and Fee Payment:
   a. When all corrections including spelling mistakes in candidate/mother/father name have been carried out and the list is error free, finalization of data should be done.
   b. Finalization of data means no more correction /deletion /modification of data which have been submitted which implying thereby data submitted is final.
   c. Even after finalization of first lot of data (excel file) addition of more students is possible in the next lot (by individual entry online) provided the date of submission of details is within the time schedule the limit of number of students informed is not reached for the new lot fee shall be as per fee schedule for that period.
   d. A school can add students in maximum 5 lots (One lot of Excel uploading & 4 times individual online entries).
   e. After finalization of data, the requisite fee is to be deposited electronically as per available modes of payment. Kindly refer to Fee page.

6. Printing of Final List of Registration of Students:
   a. Final list cannot be generated unless fee is deposited. Schools shall take printout of Final list of registered students.
   b. The heading of this List will be **'FINAL LIST OF STUDENTS REGISTERED FOR**

CLASS___'.

c. Once Final list is generated, no more addition, deletions or corrections can be made on this data.

d. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25"

e. The Schools shall firmly affix recent high contrast passport size preferably black & white photograph of the students which clearly indicates the name of the student along with the date of taking the photograph (photograph should have been taken on or after 1st April of the academic session) with gum/adhesive (not to be pinned or stapled) in the space provided against student's information and obtain signature of the student in the space earmarked for it.

f. A photocopy of the Final printout with Student's signature and photograph should be retained by the School as office copy.

g. **Since CBSE has adopted cashless electronic payment for various examination activities school should not pay any amount in cash to any functionary of Bank/ Board to process any application.**

h. **School should ensure those candidates sponsored by them are actually attending their school. Sponsoring of fake, non-attending candidate will lead to disaffiliation of the school.**

STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

PHOTO TYPE

- Photo should be in full colour and of high quality to avoid any visible pixels.
- Photo must be taken in the last 6 months.
- Head should be positioned directly facing camera, centered and compose **80% of image**. Photo should capture from slightly above top of hair to middle of chest.
- Have a natural expression - smiling is allowed.
- Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.
- Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
- The individual's full face must be clearly visible.

METHOD OF UPLOADING PHOTOGRAPH

There are two methods for uploading photograph in Registration/LOC Portal:

1. Single Photo Scanning Method
2. Multiple Photo Scanning Method

1. **Single Photo Scanning Method**
    i) Scan the photograph of the candidate and save it as a jpg file
    ii) Please ensure that the size of the photo is passport size within 40 kb limit
    iii) Save the photograph with registration number of the candidate
    iv) Collect all photographs in one folder
    v) Got to CBSE website and login in Registration/LOC portal
    vi) Go to photo upload option
    vii) Select the class for which photograph is to be uploaded and generate list
    viii) Click on the browse button provided against each candidate
    ix) Select the photograph from the folder and click on upload button
    x) Repeat the above step until all photos are upload

2. **Multiple Photo Scanning Method**
    i) Ensure that all photos are of the same size
    ii) Draw boxes (for 04 or 05 photos in a row) on the plain paper and paste photos in the boxes and scan the page.
    iii) Now open the scanned jpg file in Photoshop/paint or any image editing software

iv) Resize the complete image to 1500×1200 pixels

v) Select one candidate's photo from the scanned image by image selection tool and copy it by using Ctrl+C

vi) Open a new file in the image editor and paste the selected photograph

vii) Save the new file as jpg file in the photograph folder. Name this file on candidate's registration number.

viii) Repeat this step for all the photograph s available in the sheet.

ix) Go to CBSE website and login in Registration/LOC portal

x) Go to photo upload option

xi) Select the class for which photograph is to be uploaded and generate list

xii) Click on the browse button provided against each candidate

xiii) Select the photograph from the folder and click on upload button

xiv) Repeat the above step until all photos are uploaded

Note:-

i) You can generate the check list with photographs to check all photos are correctly uploaded

ii) In case of correction, you can gain-upload the photograph

iii) Photos can be changed until date is finalised

iv) After finalisation photos cannot be change

SUBJECT COMBINATIONS TO BE SELECTED FOR
CLASS IX (2020-2021) & X (2021-2022)

Class IX and X is an integrated course. Students need to take only those subjects in class IX which they intend to continue in CLASS-X

Scheme of Studies – Secondary School Examination for academic session
Class IX 2020-2021 and Class X 2021-2022

Students can offer minimum 5 and more subjects. They need to continue same subjects in class X also. Subjects can be offered as under:

Subjects		Name of Subjects	
Compulsory	**Subject 1**	Language I (Hindi Course A or Hindi Course B or English Language and Literature (Group-L)	
	Subject 2	Language II (Any one from the Group of Languages (Group-L) other than Language chosen at Subject 1	
	Subject 3	Mathematics	(Group- A1)
	Subject 4	Science	
	Subject 5	Social Science	
Optional	**Subject 6**	Skill subject* from the group of Skill subjects (Group-S)	
	Subject 7	Language III (Group-L) / Any Academic subject (Group-A2) other than opted above	
Subjects of Internal Assessment	Subject 8 and 9 Assessment and certification at school level	Health and Physical Education Work Experience* Art Education	

* subsumed in Health and Physical Education

Important Instructions: -

1. It is expected that all the students would have studied three languages up to class VIII. Those students, who could not clear the third language in class VIII and have been promoted to class IX, shall be examined by the concerned schools at the end of Class IX in the same syllabus and textbooks as prescribed for class VIII. Those who are still unable

to clear the third language at the end of class IX may be given another opportunity in class X. No student shall be eligible to appear in the Secondary School Examination of the Board at the end of class X unless she/he has passed in the third language.

2. Either Hindi or English must be one of the two languages to be studied in class-IX and X. Hindi and English can also be offered simultaneously. In Hindi, two courses have been provided for class IX and X keeping in view the varying backgrounds of the students and a student may either opt for Hindi-a 9Code-002) or Hindi B (Code-085).

3. Students offering additional sixth skill subject may also offer an additional language III/ Academic subject as seventh subject.

4. Computer Application (Code 165), Information Technology (Code 402) and Artificial Intelligence (code 417) cannot be taken together.

5. For Skill subjects, only those subjects can be offered for which permission has been given by the Department of Skill Education, CBSE.

6. If a student fails in any one of the three compulsory academic subjects (i.e. Science, Mathematics or Social Science) and passes in the Skill subject (offered as 6th optional subject) then failed subject will be replaced by the Skill subject and result of Class X Board examination will be computed accordingly.

7. If a student fails in any language subject out of first five subjects, the same will be replaced by language taken as seventh subject (optional) provided he or she has passed seventh language subject and after replacement either Hindi or English remains as passed language in first five subjects.

8. It has been observed in past that there is a variation between subjects offered by the candidate and the subjects being taught and allowed by the Board. To ensure accuracy of data, the Subject Code and Subject Name must be checked carefully for each candidate.

9. If there is a violation of scheme of study the data filled through EXCEL file will show error on server after uploading the filled excel file. The error will be rectified only after choosing correct subject combinations.

SUBJECT CODE LIST AND SUBJECT NAME FOR ACADEMIC SESSION CLASS IX 2020-2021 AND CLASS X 2021-2022

LANGUAGE (GROUP-L)	
CODE	**NAME**
002	HINDI COURSE-A ANY
085	HINDI COURSE-B ONE
184	ENGLISH LANG & LIT.
003	URDU COURSE-A ⎤ ANY
303	URDU COURSE-B ⎦ ONE
004	PUNJABI
005	BENGALI
006	TAMIL
007	TELUGU
008	SINDHI
009	MARATHI
010	GUJARATI
011	MANIPURI
012	MALAYALAM
013	ODIA
014	ASSAMESE
015	KANNADA
016	ARABIC
017	TIBETAN
018	FRENCH
020	GERMAN
021	RUSSIAN
023	PERSIAN
024	NEPALI
025	LIMBOO
026	LEPCHA
089	TELUGU TELANGANA
092	BODO
093	TANGKHUL
094	JAPANESE
095	BHUTIA
096	SPANISH
097	KASHMIRI
098	MIZO
099	BAHASA MELAYU
122	SANSKRIT
131	RAI
132	GURUNG
133	TAMANG
134	SHERPA
136	THAI

COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)		
CODE	**NAME**	
041	MATHEMATICS	
086	SCIENCE	
087	SOCIAL SCIENCE	
OTHER ACADEMIC SUBJECTS (GROUP- A2)		
031	CAR. MUSIC (VOCAL)	
032	CAR. MUSIC MEL. INS.	
033	CAR. MUSIC PER.	ANY
034	HIND. MUSIC (VOCAL)	ONE
035	HIND. MUSIC MEL. INS.	
036	HIND. MUSIC PER. INS.	
049	PAINTING	
064	HOME SCIENCE	
076	NATIONAL CADET CORPS (NCC)	
165	*COMPUTER APPLICATIONS	
154	ELEM. OF BUSINESS	
254	ELEM BOOK-K & ACCY	
SKILL SUBJECTS (GROUP-S) (Any One)		
401	RETAILING	
402	*INFORMATION TECHNOLOGY	
403	SECURITY	
404	AUTOMOTIVE	
405	INTRODUCTION TO FINANCIAL MARKETS	
406	INTRODUCTION TO TOURISM	
407	BEAUTY & WELLNESS	
408	AGRICULTURE	
409	FOOD PRODUCTION	
410	FRONT OFFICE OPERATIONS	
411	BANKING & INSURANCE	
412	MARKETING & SALES	
413	HEALTH CARE	
414	APPAREL	
415	MULTI MEDIA	
416	MULTI SKILL FOUNDATION COURSE	
417	ARTIFICIAL INTELLIGENCE	
418	PHYSICAL ACTIVITY TRAINER (NEW)	

*Only one of the following can be taken:
Code 165 - computer applications (from group A2)
OR
Code 402 - information technology (from group S)

SUBJECT COMBINATIONS TO BE SELECTED FOR CLASS XI 2020‑2021 AND CLASS XII 2021‑2022

Class XI and XII is an integrated course. Students need to take only those subjects in class XI which he/she intends to continue in CLASS-XII

SCHEME OF STUDIES – SENIOR SCHOOL CERTIFICATE EXAMINATION FOR ACADEMIC SESSION CLASS XI 2020-2021 AND CLASS XII 2021-2022

Students can offer minimum 5 and more subjects. They need to continue same subjects in class XII also. Subjects can be offered as under:

Subjects		Name of Subjects
Compulsory	**Subject 1**	Hindi Elective or Hindi Core or English Elective or English Core
	Subject 2	Any one Language from Subject Group- L not opted as Subject 1 **Or** Any one Subject from Academic Electives (Subject Group-A)
	Subject 3, Subject 4 & Subject 5	Any three Subjects from Academic Electives (Subjects Group-A) **Or** Any three Subjects from Skill Group-S **Or** Any three from combination of Group-A & Group-S.
Additional Subject Optional	**Subject 6**	Any one subject or Language from any Subject group OR Language group not opted above
Subjects of internal assessment	Subject 7 to 9 (Subjects of internal assessment to be taken by all Regular Candidates)	500 - Work Experience 502 - Health and Physical Education 503- General Studies

Important Instructions:-

(a) Hindi or English must be one of the two languages to be studied in class XI and XII. Hindi and English can also be offered simultaneously. In Hindi and English two courses

have been provided for class XI and XII keeping in view the varying backgrounds of the students and a student may either opt for Hindi Elective (Code 002) or Hindi Core (Code 302) and English Elective (Code-001) or English Core (Code -301). However, same language cannot be offered both at Core and Elective levels.

(b) Following combinations cannot be taken together;

(i) Mathematics (Code 041) and Applied Mathematics (Academic) cannot be taken together

(ii) Out of Computer Science/IT related subject's i.e. Informatics Practice (Code 065), Computer Science (Code 083), Information Technology (Code 802), a candidate can only opt for one subject.

(iii) Business Studies (Code 054) and Business Administration (Code 833) cannot be taken together

(iv) Biology (Code 044) and Biotechnology (Code 045) cannot be taken together.

(c) For candidates who take 6 subjects (5 main and 1 additional subject) and pass in all 6 subjects, the percentage is to be calculated by the employer/institution/university according to the norms of employer/institution/university in which the candidate will be seeking admission.

(d) **If a student has taken 6 subjects, and if he/she fails in any one of first five subjects, the same will be replaced by the 6th subject provided the candidate satisfies the scheme of studies viz. after replacement either Hindi or English remains one of the main five subjects.**

(e) Candidates who select 5/6 subjects in Class XI and may want to change/ add/delete the subject(s) in Class XII due to academic reasons/medical reasons, have the provision of changing/adding/deleting subjects when in Class XII. However, all such requests should be taken by the schools referred to the concerned Regional Office of CBSE by the respective school before 7th Septemberof that academic year. The schools are expected to ensure the correctness of the subjects offered by the students and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respects.

(f) Only those subjects can be offered by the school to the students for which approval of CBSE has been taken.

(g) **For details please refer to Curriculum available on the website www.cbse.nic.in**

(h) Board is extending several exemptions/concessions to candidates with disabilities as defined in the "The Rights of Persons with Disabilities Act 2016". In this context, Notification No. CBSE/Coord/112233/2019 dated 12.04.2019 issued by the Board, may please be referred toin concerned section given in this framework.

EXAMPLES OF SUBJECT COMBINATION FOR CLASS XI/XII (SESSION 2020 – 2022

VALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 048 Physical Education	**CASE 6** Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 041 Mathematics
CASE 2 Sub 1: 301 English Core Sub 2: 048 Physical Education Sub 3: 042 Physics Sub 4: 043 Chemistry Sub 5: 044 Biology	**CASE 7** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 302 Hindi Core
CASE 3 Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	**CASE 8** Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 044 Biology
CASE 4 Sub1: 002 Hindi Elective Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 048 Physical Education	**CASE 9** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 041 Mathematics Sub5: 030 Economics
CASE 5 Sub1: 301 English Core Sub3: 041 Mathematics Sub4: 042 Physics Sub5: 043 Chemistry Sub6: 083 Computer Science	**CASE 10** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 065 Informatics Prac.

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INVALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 042 Physics Sub3: 043 Chemistry Sub4: 065 Informatics Practice Sub5: 083 Computer Science ⎤ INVALID	**CASE 2** Sub 1: 301 English Core Sub 2: 041 Mathematics Sub 3: 042 Physics Sub 4: 049 Painting Sub 5: 050 Graphics ⎤ INVALID
CASE 3 Sub1: 322 Sanskrit Core ⎤ Sub2: 104 Punjabi ⎦ INVALID Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	**CASE 4** 302 : Hindi Core ⎤ 002 : Hindi Elective ⎦ INVALID 041 : Maths 042 : Physics 043 : Chemistry
CASE 5 302 : Hindi Core 812 : Marketing 816 : Horticulture ⎤ INVALID 830 : Design	

* For PWD Candidates, please refer to concerned Section given in this Framework.

SUBJECT CODE AND SUBJECT NAME FOR SENIOR SCHOOL CERTIFICATE EXAMINATION FOR ACADEMIC SESSION CLASS XI 2020-2021 AND CLASS XII 2021-2022

LANGUAGE (GROUP-L)		COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)	
CODE	NAME	CODE	NAME
001	ENGLISH ELECTIVE] *	027	HISTORY
301	ENGLISH CORE	028	POLITICAL SCIENCE
002	HINDI ELECTIVE] *	029	GEOGRAPHY
302	HINDI CORE	030	ECONOMICS
003	URDU ELECTIVE] *	031	CAR. MUSIC VOCAL
303	URDU CORE	032	CAR. MUSIC MEL INS
022	SANSKRIT ELECTIVE] *	033	CAR.PER INS. MRIDANGAM Any One
322	SANSKRIT CORE	034	HIND MUSIC.VOCAL
104	PUNJABI	035	HIND. MUSIC MEL INS.
105	BENGALI	036	HIND. MUSIC PER INS.
106	TAMIL	037	PSYCHOLOGY
107	TELUGU	039	SOCIOLOGY
108	SINDHI	041	MATHEMATICS] Any One
109	MARATHI	241	APPLIED MATHEMATICS
110	GUJARATI	042	PHYSICS
111	MANIPURI	043	CHEMISTRY
112	MALAYALAM	044	BIOLOGY
113	ODIA	045	BIOTECHNOLOGY
114	ASSAMESE	046	ENGINEERING GRAPHICS
115	KANNADA	048	PHYSICAL EDUCATION
116	ARABIC	049	PAINTING
117	TIBETAN	050	GRAPHICS
118	FRENCH	051	SCULPTURE Any One
120	GERMAN	052	APP/COMMERCIAL ART
121	RUSSIAN	054	BUSINESS STUDIES
123	PERSIAN	055	ACCOUNTANCY
124	NEPALI	056	KATHAK - DANCE
125	LIMBOO	057	BHARATNATYAM - DANCE
126	LEPCHA	058	KUCHIPUDI - DANCE
189	TELUGU TELANGANA	059	ODISSI – DANCE Any One
192	BODO	060	MANIPURI – DANCE
193	TANGKHUL	061	KATHAKALI - DANCE
194	JAPANESE	064	HOME SCIENCE
195	BHUTIA	065	INFORMATICS PRAC. (NEW)] Any one
196	SPANISH	083	COMPUTER SCIENCE (NEW)
197	KASHMIRI	066	ENTREPRENEURSHIP
198	MIZO	073	KNOWLEDGE TRADITION & PRACTICES OF INDIA
		074	LEGAL STUDIES
		076	NATIONAL CADET CORPS (NCC)

* Any one

SKILL SUBJECTS (GROUP-S)			
CODE	NAME	CODE	NAME
801	Retail	821	Multi Media
802	Information Technology	822	Taxation
803	Web Application	823	Cost Accounting
804	Automotive	824	Office Procedures & Practices
805	Financial Markets Management	825	Shorthand (English)
806	Tourism	826	Shorthand (Hindi)
807	Beauty & Wellness	827	Air-Conditioning & Refrigeration
808	Agriculture	828	Medical Diagnostics
809	Food Production	829	Textile Design
810	Front Office Operations	830	Design
811	Banking	831	Salesmanship
812	Marketing	833	Business Administration
813	Health Care	834	Food Nutrition & Dietetics
814	Insurance	835	Mass Media Studies
816	Horticulture	836	Library & Information Science
817	Typography & Computer Application	837	Fashion Studies
818	Geospatial Technology	841	Yoga
819	Electrical Technology	842	Early Childhood Care & Education
820	Electronic Technology	843	Artificial Intelligence

Section XVII

STANDARD OPERATING PROCEDURES FOR DEALING WITH STUDENTS HAVING ATTENDANCE LESS THAN THE PRESCRIBED PERCENTAGE OF ATTENDANCE

STANDARD OPERATING PROCEDURES FOR DEALING WITH STUDENTS HAVING ATTENDANCE LESS THAN THE PRESCRIBED PERCENTAGE OF ATTENDANCE

You are aware that Rule 13 of the Examination Bye-Laws of the Board specifies the attendance requirements for a student to be eligible to appear for the Class X and XII examinations of the CBSE. Rule 14 of the Examination Bye-Laws state the percentage of attendance upto which it can be considered for condonation and the grounds for its consideration.

Following has been observed:-

1. Students, parents and schools are not following Rule 13 and Rule 14 of the Examination Bye Laws strictly;

2. They are not submitting desired documents and certificates of the Competent Authority while seeking exemptions in attendance;

3. Schedule for submission of documents and certificates is not being adhered to;

4. Schools are not sending all the cases of shortage of attendance to the CBSE;

5. Students are not attending the school regularly in spite of correspondences and reminders issued by the schools to the students/parents;

6. The documents provided to the school by the students/parents and submitted to the Board, in most cases, do not justify the period of absence;

7. The documents provided to the school by the students/parents and submitted to the Board, in most cases, also do not justify the period of absence and ailment mentioned in the medical certificate;

8. As per the analysis of condonation cases of previous years, it has been observed that students have requested for condonation of shortage of attendance knowing well that they have not put in the required percentage of attendance as per rule.

   To ensure the importance of the classes and the attendance, CBSE is taking following two measures:-

A. Schools are requested to communicate information and rule position to students and parents.

B. Board has prepared Standard Operating Procedures for dealing with students having attendance less than the prescribed percentage of attendance for information and compliance by Schools, Students and Parents.

   1. Schools will take following action:-

      a. Inform the importance of attendance and classes etc., to the students and their parents in the beginning of the session;

b. Sensitize the students and parents about the relevant rules and about the attendance requirement during the academic session;

c. Inform the students and parents the grounds on which shortage of attendance could be condoned;

d. Inform the students and parents to submit medical certificate(s) from the competent authority/leave application supporting the reason for availing/taking leave as and when leave is availed;

e. Warn the students and parents if they are not attending the classes regularly and maintain the records of such students;

f. Inform the parents about shortage of attendance;

g. Schools will recommend the cases as per Examination Bye-Laws only;

h. Attendance will be calculated as on 1st January of the Academic session.

i. Shortage of attendance cases of Classes X and XII received in the concerned Regional Office upto 7th January of the academic session will only be considered by the Board.

j. No case will be accepted after 7th January of the academic session of Class X or XII;

k. No subsequent request(s) for reconsideration will be entertained by the Board; and

l. Cases without Mandatory documents will be summarily rejected.

2. In case of shortage of attendance, school shall be required to procure following documents from the student(s)/parent(s) and submit to the concerned Regional Office of the Board while forwarding the cases for considering condonation of shortage of attendances:

S.No.	Valid reason for condonation of shortage of attendance	Mandatory documents
1.	Prolonged illness	1. Request(s) from the parent 2. Medical Certificate(s) for the period of absence preferably from Government hospitals or super speciality hospitals 3. All medical reports, X-rays etc. 4. Recommendation of school in the proforma attached
2.	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration	1. Request from the parent 2. Death Certificate issued by concerned authority 3. Recommendation of school concerned in the proforma attached

3.	Any other reason of similar serious nature.	1. Request from the parent 2. Certificate issued by concerned Authority supporting the nature of the reason. 3. Recommendation of school concerned in the proforma attached
4.	Authorized participation in Sports at National level organized by CBSE/SGFI.	1. Request from the parent 2. Certificate issued by concerned Authority. 3. Recommendation of school concerned in the proforma attached.
5.	Authorised participation in Sports at National/International level organized by recognized Federations	1. Request from the parent 2. Recommendation letter from Sports Authority of India 3. Recommendation of school concerned in the proforma attached

3. Following will be the schedule for sending the request to the CBSE for condonation of attendance:-

S.No.	ACTIVITY	SCHEDULE
1.	To consider attendance put in the student(s) In view of Rule 14(i) of Examination Bye-Laws	Upto 1st January of the academic session for class X or XII
2.	Schools to compile all such shortage of attendance cases at 1 above in tabular form (separately for class X and XII) supported with documents as mentioned above.	To be sent to concerned Regional Office so as to reach within 07 days of Activity at SI. No. 01 i.e 7th January of the academic session.
3.	Regional Office will communicate deficiency, if any, to the schools	Within 15 days from the date of receipt i.e latest by 21st January of the academic session.
4.	School will communicate fulfilment of deficiency to the Regional Office	Within 07 days from the date of activity at SI. No. 03 i.e 28th January of the academic session.
5.	Last date for according approvals by CBSE	07th February of the examination year.

All Schools are directed to read, understand and comply the SOPs in toto. Schools will ensure that all the documents as per requirement are obtained from the student(s)/parent(s) concerned and provided to the concerned Regional Office, wherever required.

(PROFORMA FOR FORWARDING SHORTAGE OF ATTENDANCE CASES BY SCHOOLS)

CONDONATION OF SHORTAGE OF ATTENDANCE IN CLASS X/XII

(SEPARATE PROFORMA EACH FOR CLASS X AND XII)

1. Following candidates of Class _____ have not attained the required percentage of attendance during the academic session 20…….-20……… as per details mentioned against each:

S. No.	Name of candidate	Regn. No./ Roll No.	Class X/XII	No. of teaching days in the school	No. of days attended by the student	Percentage of attendance put in by the student upto 1st Jan. 20……	Recommendation R for Recommended N for Not Recommended ##
1.							
2.							
3.							
4.							
5.							

IN CASE OF 'N' REASON BE MENTIONED

2. Attested documents, indicated against below candidate(s)is/are attached:

S.No.	Name of Candidate	Name of Document(s) attached
1.		
2.		
3.		
4.		
5.		

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3. No document(s)is/are attached in respect of following candidate(s):

S.No.	Name of Candidate
1.	
2.	
3.	
4.	
5.	

Signature with date:_____

Name of Principal:_____

School Name._____

School No._____

Affiliation No._____

Seal of the school_____

Section XVIII

STANDARD OPERATING PROCEDURES
FOR CONDUCT OF PRACTICAL EXAMINATION
PROJECT/INTERNAL ASSESSMENT AND
UPLOADING OF GRADES/MARKS

STANDARD OPERATING PROCEDURES FOR CONDUCT OF PRACTICAL EXAMINATION PROJECT/INTERNAL ASSESSMENT AND UPLOADING OF GRADES/MARKS

Following activities are performed by the school :-

(I) PRACTICAL EXAMINATION AND PROJECT/ INTERNAL ASSESSMENT (CLASS XII)

(II) UPLOADING OF INTERNAL ASSESSMENTS/GRADES(CLASS XII)

(III) UPLOADING OF INTERNAL ASSESSMENT MARKS(CLASS-X) – 2021 EXAMINATION

Correct and timely assessment of Practical, Project and Internal Assessment component in classes-X and XII is of paramount importance for declaration of result. It has been observed that some schools are committing serious mistakes and request the Board to change the result after its declaration. Schools are being, therefore, directed to follow the instructions as given hereunder as no request will be accepted by the CBSE to change the uploaded marks in any manner.

A. SUBJECTS HAVING PRACTICAL/PROJECT/INTERNAL ASSESSMENT COMPONENTS FOR CLASS X AND CLASS XII

The CBSE has prescribed subject wise curriculum and most of the subjects contain 2 or 3 assessment components – Theory and Practical/Project/Internal Assessment. The curriculum also contains breakup of the maximum marks for theory question paper and Practical/Project/Internal Assessment. Schools may kindly take note of the following:

1. List of subjects along with the breakup of marks for Theory and Practical/Project/Internal Assessment and the duration of examinations is enclosed herewith. The list contains the following details:

    (i) List of subjects along with breakup of Theory and Practical/Project/Internal Assessment marks

    (ii) Subject-wise maximum marks for Theory question paper and minimum marks required to pass in the theory component.

    (iii) Subject-wise maximum marks for Practical/Project/Internal Assessment component and minimum marks required to pass in the said component.

    (iv) Duration of the examination/assessment.

2. As per Pass criteria for Class XII, for subjects involving practical/project work, in order to pass the examination, students have to obtain atleast 33% marks in theory and 33% marks in Practical/Project/Internal Assessment in addition to 33% marks in aggregate in each subject.

3. As per pass criteria for Class X, students have to obtain overall 33% marks in each

subject, both Theory and Practical/Internal Assessment taken together, in order to pass the examination.

4. Practical/Project/Internal Assessment will be done by the schools.

5. For subjects having Practical or Project component, the same shall be examined by an External Examiner. The External Examiner will be appointed by the Board. However, for subject NCC, the Practical Examination at Class XII, will be conducted by the Examiner appointed by Directorate of NCC. In case of Class-X, as there is internal assessment, no external examiner will be appointed by CBSE/Directorate of NCC.

6. For subjects having Internal Assessment component, the same shall be examined internally by the schools.

7. Schools may accordingly upload the marks on website after Practical/Project/Internal Assessment components for Classes X & XII (as applicable). After uploading of marks no request from the school will be accepted by the CBSE that wrong marks have been uploaded and thus the same may be corrected. Marks once uploaded will be treated as final for preparing the Board's result.

> No marks in Practical/IA etc. will be changed after declaration of results.

B. HOW TO CONDUCT PRACTICAL EXAMINATIONS/PROJECT/INTERNAL ASSESSMENT

The Practical Examinations and Project/ internal Assessment are conducted in the respective schools every year. The theory examinations of minor subjects including skill subjects may commence from 15th February, 2021. Hence, to ensure that practical examinations are conducted before examination and in letter and spirit, the following information is provided to the schools for strict compliance:

1. Schools will conduct Practical Examinations and Project Assessment from 1st January, 2021 to 8th February, 2021;

> Dates are probable. Exact dates will be informed separately

2. Marks will be uploaded on the link provided immediately after the assessment is over. While uploading marks, schools will ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded. Schools should also keep in mind maximum marks allotted for Practical/ Project while awarding/ uploading marks.

3. The practical examination and project assessments will be done in the respective schools;

4. There will be an External Examiner as well as an Internal Examiner, as per past practice;

5. Schools will ensue that practicals are conducted by the external examiners appointed by the CBSE only;

6. An observer will also be appointed by the Board who will supervise conduct of the practical examination and project assessment.

7. An App link will be provided to the schools for uploading 01 group photograph of each batch during the practical examination. Group Photo should consist of all the candidates of that batch, External examiner, internal examiner and Observer. All faces should be clearly visible in photograph. The Photograph should be taken in the laboratory where practical exams are being held and laboratory should also be seen clearly in the

photograph.

8. Some other information such as batch number, total batch, date and time etc. will also be required to be uploaded on link.

9. The software will ensure that photograph uploaded is geo tagged and time tagged.

10. The practical /project marks will have to be uploaded on the link provided by the Board immediately after completion of the work and on the same date.

11. The marks of Internal Assessment for class XII should also be uploaded simultaneously that is w.e.f. 1st January 2021 to 8th February, 2021.

12. No extension in any activity shall be granted, including last date for uploading data and photograph, etc., which is 08.02.2021.

C. Practical/Project/Internet Assessment marks in respect of candidates appearing for improvement. of performance under 'I' category as regular candidate through the school will be carried over from 2020 exam.

D. CARRYING OVER OF PRACTICAL MARKS IN RESPECT OF PRIVATE CANDIDATES FOR 2021 EXAMINATIONS

1. Practical marks of candidates, who had appeared in 2020 Examinations, will be taken from the record available with the Board for 2021 Examinations.

2. For candidates who could not have appeared in Practical Examinations-2020 due to medical/genuine reasons, proportionate marks will be awarded for 2021 Examinations. Proportionate marks will be added in theory marks.

3. For private candidates who are going to appear in Board's Examinations this year first time, in subjects having practical/project/internal assessment component, the candidate will be examined in theory part on the basis of marks of Theory. Marks obtained in Theory examination will be converted to be out of 100 Marks through programming and included in theory marks.

4. For candidates prior to 2020 i.e., 2019 and before, proportionate marks will be awarded for 2021 Examinations. The marks will be included in theory marks.

5. For candidates appearing for Improvement of Performance under 'I' category, practical marks of 2020 will be carried over.

E. Regional Officers will also conduct Practical Examinations of Private candidates within schedule fixed for the same. No practical examinations will be conducted after the schedule is over.

F. The marks of Internal Assessment for Class X should also be uploaded w.e.f. 1st January 2021 to 8th February, 2021.

Section XIX

SUBJECTWISE DISTRIBUTION OF MARKS IN THEORY AND IN INTERNAL ASSESSMENT/PRACTICAL FOR CLASS-X AND CLASS-XII-2020-21

SUBJECTWISE DISTRIBUTION OF MARKS IN THEORY AND IN INTERNAL ASSESSMENT/PRACTICAL FOR CLASS-X AND CLASS-XII-2020-21

CBSE has prescribed subject wise curriculum and each subjects contain 2 or 3 assessment components i.e. Theory and Practical/Project/Internal Assessment. The curriculum also contains breakup of the maximum marks for theory question paper and Practical/Project/Internal Assessment. Schools may kindly take note of the following:

1. List of subjects alongwith the breakup of marks for Theory and Practical/Project/Internal Assessment & the duration of examinations, is places at Annexure-1 of this section. The list contains the following details:

    (i) Subjects alongwith breakup of Theory and Practical/Project/Internal Assessment marks

    (ii) Subject-wise maximum marks for theory question paper and minimum marks required to pass in the theory component

    (iii) Subject-wise maximum marks for Practical/Project/Internal Assessment component and minimum marks required to pass in the said component

    (iv) Duration of the examination/assessment.

2. For detailed modalities regarding conduct of Practical Examinations/Project/Internal Assessment, will be communicated separately.

3. As per Pass criteria for Class XII, for subjects involving practical/project work, in order to pass the examination, students have to obtain atleast 33% marks in theory and 33% marks in Practical/Project/Internal Assessment in addition to 33% marks in aggregate in each subject.

4. As per pass criteria for Class X, students have to obtain overall 33% marks in each subject, both Theory and Practical/Internal Assessment taken together, in order to pass the examinations.

5. Practical/Project/Internal Assessment will be done by the schools.

6. For subjects having Practical or Project component, the same shall be examined by an External Examiner. The External Examiner will be appointed by the Board. However for subject NCC, the Practical Examination at Class XII, will be conducted by the Examiner appointed by Directorate of NCC. In case of Class-X, as there is internal assessment, no external examiner will be appointed by CBSE/Directorate of NCC.

7. For subjects having Internal Assessment component, the same shall be examined internally by the schools.

8. Schools may accordingly upload the marks on website after Practical/Project/Internal Assessment components for Classes X & XII (as applicable).

9. No request from the school after uploading of marks will be accepted by the CBSE that wrong marks have been uploaded and thus the same may be corrected. Marks once uploaded will be treated as final for preparing the Board's result.

10. In no case, any request of change of marks in Practical/Project/Internal Assessment after declaration of result will be entertained.

It is expected that all schools will adhere to the instructions issued by CBSE.

SUBJECT WISE BREAKUP CLASS X (2021)

S.no.	Subject Code	Subject name	Theory MAX	Exam. Duration in Hrs.	Practical MAX	Project MAX	IA MAX	Total Maximum	Total Minimum
1	002	HINDI COURSE-A	080	03	-	-	020	100	033
2	085	HINDI COURSE-B	080	03	-	-	020	100	033
3	184	ENGLISH LANG & LIT.	080	03	-	-	020	100	033
4	003	URDU COURSE-A	080	03	-	-	020	100	033
5	303	URDU COURSE-B	080	03	-	-	020	100	033
6	004	PUNJABI	080	03	-	-	020	100	033
7	005	BENGALI	080	03	-	-	020	100	033
8	006	TAMIL	080	03	-	-	020	100	033
9	007	TELUGU	080	03	-	-	020	100	033
10	008	SINDHI	080	03	-	-	020	100	033
11	009	MARATHI	080	03	-	-	020	100	033
12	010	GUJARATI	080	03	-	-	020	100	033
13	011	MANIPURI	080	03	-	-	020	100	033
14	012	MALAYALAM	080	03	-	-	020	100	033
15	013	ODIA	080	03	-	-	020	100	033
16	014	ASSAMESE	080	03	-	-	020	100	033
17	015	KANNADA	080	03	-	-	020	100	033
18	016	ARABIC	080	03	-	-	020	100	033

			080	03	-	-	020	100	033
19	017	TIBETAN	080	03	-	-	020	100	033
20	018	FRENCH	080	03	-	-	020	100	033
21	020	GERMAN	080	03	-	-	020	100	033
22	021	RUSSIAN	080	03	-	-	020	100	033
23	023	PERSIAN	080	03	-	-	020	100	033
24	024	NEPALI	080	03	-	-	020	100	033
25	025	LIMBOO	080	03	-	-	020	100	033
26	026	LEPCHA	080	03	-	-	020	100	033
27	089	TELUGU-TELANGANA	080	03	-	-	020	100	033
28	092	BODO	080	03	-	-	020	100	033
29	093	TANGKHUL	080	03	-	-	020	100	033
30	094	JAPANESE	080	03	-	-	020	100	033
31	095	BHUTIA	080	03	-	-	020	100	033
32	096	SPANISH	080	03	-	-	020	100	033
33	097	KASHMIRI	080	03	-	-	020	100	033
34	098	MIZO	080	03	-	-	020	100	033
35	099	BAHASA MELAYU	080	03	-	-	020	100	033
36	122	SANSKRIT	080	03	-	-	020	100	033
37	131	RAI	080	03	-	-	020	100	033
38	132	GURUNG	080	03	-	-	020	100	033
39	133	TAMANG	080	03	-	-	020	100	033
40	134	SHERPA	080	03	-	-	020	100	033
41	136	THAI	080	03	-	-	020	100	033

42	041	MATHEMATICS – STANDARD	080	03	-	-	020	100	033
43	241	MATHEMATICS - BASIC	080	03	-	-	020	100	033
44	086	SCIENCE	080	03	-	-	020	100	033
45	087	SOCIAL SCIENCE	080	03	-	-	020	100	033
46	031	CAR. MUSIC (VOCAL)	030	02	050	-	020	100	033
47	032	CAR. MUSIC MEL. INS.	030	02	050	-	020	100	033
48	033	CAR. MUSIC PER.	030	02	050	-	020	100	033
49	034	HIND. MUSIC (VOCAL)	030	02	050	-	020	100	033
50	035	HIND. MUSIC MEL. INS.	030	02	050	-	020	100	033
51	036	HIND. MUSIC PER. INS.	030	02	050	-	020	100	033
52	049	PAINTING	030	03	050	-	020	100	033
53	064	HOME SCIENCE	070	03	030	-	-	100	033
54	076	NATIONAL CADET CORPS (NCC)	070	03	-	-	030	100	033
55	165	COMPUTER APPLICATIONS	050	02	050	-	-	100	033
56	154	ELEM. OF BUSINESS	070	03	030	-	-	100	033
57	254	ELEMENTS OF BOOK KEEPING & ACCOUNTANCY	070	03	-	030	-	100	033
58	401	RETAIL	050	02	050	-	-	100	033
59	402	INFORMATION TECHNOLOGY	050	02	050	-	-	100	033
60	403	SECURITY	050	02	050	-	-	100	033
61	404	AUTOMOTIVE	050	02	050	-	-	100	033
62	405	INTRODUCTION TO FINANCIAL MARKETS	050	02	050	-	-	100	033

63	406	INTRODUCTION TO TOURISM	050	02	050	-	-	100	033
64	407	BEAUTY & WELLNESS	050	02	050	-	-	100	033
65	408	AGRICULTURE	050	02	050	-	-	100	033
66	409	FOOD PRODUCTION	050	02	050	-	-	100	033
67	410	FRONT OFFICE OPERATIONS	050	02	050	-	-	100	033
68	411	BANKING & INSURANCE	050	02	050	-	-	100	033
69	412	MARKETING & SALES	050	02	050	-	-	100	033
70	413	HEALTH CARE	050	02	050	-	-	100	033
71	414	APPAREL	050	02	050	-	-	100	033
72	415	MULTI-MEDIA	050	02	050	-	-	100	033
73	416	MULTI SKILL FOUNDATION COURSE	050	02	050	-	-	100	033
74	417	ARTIFICIAL INTELLIGENCE	050	02	050	-	-	100	033

Min= MINUMUM
IA= INTERNAL ASSESSMENT
(-) = NOT APPLICABLE

Central Board of Secondary Education

SUBJECT WISE BREAKUP CLASS XII (2021)

S. no.	Sub. Code	Subject Name	External Examiner Appointed by Board	Theory		Exam. Duration	Practical		Project		IA		Total		
				MAX	MIN	in Hrs.	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MAX	MAX
1	001	ENGLISH ELECTIVE	No	080	026	03	-	-	-	-	020	006	100	033	
2	301	ENGLISH CORE	No	080	026	03	-	-	-	-	020	006	100	033	
3	002	HINDI ELECTIVE	No	080	026	03	-	-	-	-	020	006	100	033	
4	302	HINDI CORE	No	080	026	03	-	-	-	-	020	006	100	033	
5	003	URDU ELECTIVE	No	080	026	03	-	-	-	-	020	006	100	033	
6	303	URDU CORE	No	080	026	03	-	-	-	-	020	006	100	033	
7	022	SANSKRIT ELECTIVE	No	080	026	03	-	-	-	-	020	006	100	033	
8	322	SANSKRIT CORE	No	080	026	03	-	-	-	-	020	006	100	033	
9	104	PUNJABI	No	080	026	03	-	-	-	-	020	006	100	033	
10	105	BENGALI	No	080	026	03	-	-	-	-	020	006	100	033	
11	106	TAMIL	No	080	026	03	-	-	-	-	020	006	100	033	
12	107	TELUGU	No	080	026	03	-	-	-	-	020	006	100	033	
13	108	SINDHI	No	080	026	03	-	-	-	-	020	006	100	033	
14	109	MARATHI	No	080	026	03	-	-	-	-	020	006	100	033	
15	110	GUJARATI	No	080	026	03	-	-	-	-	020	006	100	033	
16	111	MANIPURI	No	080	026	03	-	-	-	-	020	006	100	033	
17	112	MALAYALAM	No	080	026	03	-	-	-	-	020	006	100	033	
18	113	ODIA	No	080	026	03	-	-	-	-	020	006	100	033	

19	114	ASSAMESE	No	080	026	03	-	-	-	-	020	006	100	033
20	115	KANNADA	No	080	026	03	-	-	-	-	020	006	100	033
21	116	ARABIC	No	080	026	03	-	-	-	-	020	006	100	033
22	117	TIBETAN	No	080	026	03	-	-	-	-	020	006	100	033
23	118	FRENCH	No	080	026	03	-	-	-	-	020	006	100	033
24	120	GERMAN	No	080	026	03	-	-	-	-	020	006	100	033
25	121	RUSSIAN	No	080	026	03	-	-	-	-	020	006	100	033
26	123	PERSIAN	No	080	026	03	-	-	-	-	020	006	100	033
27	124	NEPALI	No	080	026	03	-	-	-	-	020	006	100	033
28	125	LIMBOO	No	080	026	03	-	-	-	-	020	006	100	033
29	126	LEPCHA	No	080	026	03	-	-	-	-	020	006	100	033
30	189	TELUGU TELAN-GANA	No	080	026	03	-	-	-	-	020	006	100	033
31	192	BODO	No	080	026	03	-	-	-	-	020	006	100	033
32	193	TANGKHUL	No	080	026	03	-	-	-	-	020	006	100	033
33	194	JAPANESE	No	080	026	03	-	-	-	-	020	006	100	033
34	195	BHUTIA	No	080	026	03	-	-	-	-	020	006	100	033
35	196	SPANISH	No	080	026	03	-	-	-	-	020	006	100	033
36	197	KASHMIRI	No	080	026	03	-	-	-	-	020	006	100	033
37	198	MIZO	No	080	026	03	-	-	-	-	020	006	100	033
38	027	HISTORY	Yes	080	026	03	-	-	020	006	-	-	100	033
39	028	POLITICAL SCIENCE	Yes	080	026	03	-	-	020	006	-	-	100	033
40	029	GEOGRAPHY	Yes	070	023	03	030	009	-	-	-	-	100	033

41	030	ECONOMICS	Yes	080	026	03	-	-	020	006	-	-	100	033
42	031	CAR. MUSIC VOCAL	Yes	030	009	02	070	023	-	-	-	-	100	033
43	032	CAR. MUSIC MEL INS	Yes	030	009	02	070	023	-	-	-	-	100	033
44	033	CAR.PERCUSSION INS. MRIDANGAM	Yes	030	009	02	070	023	-	-	-	-	100	033
45	034	HIND MUSIC.VOCAL	Yes	030	009	02	070	023	-	-	-	-	100	033
46	035	HIND. MUSIC MEL INS.	Yes	030	009	02	070	023	-	-	-	-	100	033
47	036	HIND.PER INS.	Yes	030	009	02	070	023	-	-	-	-	100	033
48	037	PSYCHOLOGY	Yes	070	023	03	030	009	-	-	-	-	100	033
49	039	SOCIOLOGY	Yes	080	026	03	-	-	020	006	-	-	100	033
50	041	MATHEMATICS	No	080	026	03	-	-	-	-	020	006	100	033
51	042	PHYSICS	Yes	070	023	03	030	009	-	-	-	-	100	033
52	043	CHEMISTRY	Yes	070	023	03	030	009	-	-	-	-	100	033
53	044	BIOLOGY	Yes	070	023	03	030	009	-	-	-	-	100	033
54	045	BIOTECHNOLOGY	Yes	070	023	03	030	009	-	-	-	-	100	033
55	046	ENGG. GRAPHICS	Yes	070	023	03	030	009	-	-	-	-	100	033
56	048	PHYSICAL EDUCA-TION	Yes	070	023	03	030	009	-	-	-	-	100	033
57	049	PAINTING	Yes	030	009	02	070	023	-	-	-	-	100	033
58	050	GRAPHICS	Yes	030	009	02	070	023	-	-	-	-	100	033
59	051	SCULPTURE	Yes	030	009	02	070	023	-	-	-	-	100	033
60	052	APP/COMMERCIAL ART	Yes	030	009	02	070	023	-	-	-	-	100	033

61	054	BUSINESS STUDIES	Yes	080	026	03	-	-	020	006	-	-	100	033
62	055	ACCOUNTANCY	Yes	080	026	03	-	-	020	006	-	-	100	033
63	056	KATHAK - DANCE	Yes	030	009	02	070	023	-	-	-	-	100	033
64	057	BHARATNATYAM - DANCE	Yes	030	009	02	070	023	-	-	-	-	100	033
65	058	KUCHIPUDI - DANCE	Yes	030	009	02	070	023	-	-	-	-	100	033
66	059	ODISSI – DANCE	Yes	030	009	02	070	023	-	-	-	-	100	033
67	060	MANIPURI – DANCE	Yes	030	009	02	070	023	-	-	-	-	100	033
68	061	KATHAKALI - DANCE	Yes	030	009	02	070	023	-	-	-	-	100	033
69	064	HOME SCIENCE	Yes	070	023	03	030	009	-	-	-	-	100	033
70	265	INFORMATICS PRAC. (OLD)	Yes	070	023	03	030	009	-	-	-	-	100	033
71	065	INFORMATICS PRAC.	Yes	070	023	03	030	009	-	-	-	-	100	033
72	283	COMPUTER SCIENCE (OLD)	Yes	070	023	03	030	009	-	-	-	-	100	033
73	083	COMPUTER SCIENCE	Yes	070	023	03	030	009	-	-	-	-	100	033
74	066	ENTREPRENEURSHIP	Yes	070	023	03	-	-	030	009	-	-	100	033
75	073	KNOWLEDGE TRADITION & PRACTICES OF INDIA	Yes	070	023	03	-	-	030	009	-	-	100	033
76	074	LEGAL STUDIES		080	026	03	-	-	-	-	020	006	100	033
77	076	NATIONAL CADET CORPS (NCC)	Yes	070	023	03	030	009	-	-	-	-	100	033
78	241	APPLIED MATHEMATICS		080	026	03	-	-	-	-	020	006	100	033

79	801	RETAIL	Yes	060	019	03	040	013	-	-	-	-	100	033
80	802	INFORMATION TECHNOLOGY	Yes	060	019	03	040	013	-	-	-	-	100	033
81	803	WEB APPLICATION	Yes	060	019	03	040	013	-	-	-	-	100	033
82	804	AUTOMOTIVE	Yes	060	019	03	040	013	-	-	-	-	100	033
83	805	FINANCIAL MAR-KETS MANAGE-MENT	Yes	060	019	03	040	013	-	-	-	-	100	033
84	806	TOURISM	Yes	060	019	03	040	013	-	-	-	-	100	033
85	807	BEAUTY & WELL-NESS	Yes	060	019	03	040	013	-	-	-	-	100	033
86	808	AGRICULTURE	Yes	070	023	03	030	009	-	-	-	-	100	033
87	809	FOOD PRODUCTION	Yes	060	019	03	040	013	-	-	-	-	100	033
88	810	FRONT OFFICE OP-ERATIONS	Yes	060	019	03	040	013	-	-	-	-	100	033
89	811	BANKING	Yes	060	019	03	040	013	-	-	-	-	100	033
90	812	MARKETING	Yes	060	019	03	040	013	-	-	-	-	100	033
91	813	HEALTH CARE	Yes	060	019	03	040	013	-	-	-	-	100	033
92	814	INSURANCE	Yes	060	019	03	040	013	-	-	-	-	100	033
93	815	X-RAY TECHNICIAN	Yes	060	019	03	040	013	-	-	-	-	100	033
94	816	HORTICULTURE	Yes	060	019	03	040	013	-	-	-	-	100	033
95	817	TYPOGRAPHY & COMPUTER APPLI-CATION	Yes	060	019	03	040	013	-	-	-	-	100	033
96	818	GEOSPATIAL TECH-NOLOGY	Yes	060	019	03	040	013	-	-	-	-	100	033

97	819	ELECTRICAL TECHNOLOGY	Yes	060	019	03	040	013	-	-	-	-	100	033
98	820	ELECTRONIC TECHNOLOGY	Yes	060	019	03	040	013	-	-	-	-	100	033
99	821	MULTI-MEDIA	Yes	050		02	050		-	-	-	-	100	033
100	822	TAXATION	Yes	060	019	03	040	013	-	-	-	-	100	033
101	823	COST ACCOUNTING	Yes	060	019	03	040	013	-	-	-	-	100	033
102	824	OFFICE PROCEDURES & PRACTICES	Yes	060	019	03	040	013	-	-	-	-	100	033
103	825	SHORTHAND (ENGLISH)	Yes	060	019	03	040	013	-	-	-	-	100	033
104	826	SHORTHAND (HINDI)	Yes	060	019	03	040	013	-	-	-	-	100	033
105	827	AIR-CONDITIONING & REFRIGERATION	Yes	060	019	03	040	013	-	-	-	-	100	033
106	828	MEDICAL DIAGNOSTICS	Yes	060	019	03	040	013	-	-	-	-	100	033
107	829	TEXTILE DESIGN	Yes	060	019	03	040	013	-	-	-	-	100	033
108	830	DESIGN	Yes	050		03	050		-	-	-	-	100	033
109	831	SALESMANSHIP	Yes	060	019	03	040	013	-	-	-	-	100	033
110	832	MUSIC PRODUCTION	Yes	060	019	03	040	013	-	-	-	-	100	033
111	833	BUSINESS ADMINISTRATION	Yes	070	023	03	030	009	-	-	-	-	100	033
112	834	FOOD NUTRITION & DIETETICS	Yes	070	023	03	030	009	-	-	-	-	100	033

113	835	MASS MEDIA STUDIES	Yes	070	023	03	030	009	-	-	-	-	100	033
114	836	LIBRARY & INFORMATION SCIENCE	Yes	070	023	03	030	009	-	-	-	-	100	033
115	837	FASHION STUDIES	Yes	070	023	03	030	009	-	-	-	-	100	033
116	838	APPLIED PHYSICS	Yes	070	023	03	030	009	-	-	-	-	100	033
117	839	APPLIED CHEMISTRY	Yes	070	023	03	030	009	-	-	-	-	100	033
118	841	YOGA		050		02	050	-	-	-	-	-	100	033
119	842	EARLY CHILDHOOD CARE & EDUCATION		050		02	050	-	-	-	-	-	100	033

Max= MAXIMUM
Min= MINUMUM
IA= INTERNAL ASSESSMENT
(-) = NOT APPLICABLE

Section XX

SPECIAL PROVISIONS TO THE STUDENTS
PARTICIPATING IN INTERNATIONAL SPORTS
EVENTS/ INTERNATIONAL OLYMPIADS IN 2020-21

SPECIAL PROVISIONS TO THE STUDENTS PARTICIPATING IN INTERNATIONAL SPORTS EVENTS/ INTERNATIONAL OLYMPIADS IN 2020-21

Several initiatives have been taken by the Government of India to promote sports amongst youth. CBSE has also main streamed Health and Physical Education at Secondary and Senior Secondary levels by introducing a mandatory period per day for sports, games, etc.

To further promote sports, CBSE has been providing special opportunities since March 2018 to such students who are participating in International Sports Events and whose CBSE Board's Examinations clash with their dates in any National/International Sports event including dates of journey for that event that is recognized by Sports Authority of India and the student will be representing India.

In addition to several initiatives to promote sports and other educational competitions amongst youth, since 2020 Board's Examinations CBSE has also been facilitating the students who are participating/representing country in International Olympiads and whose CBSE Board exams clash with their dates in any international Olympiad including dates of journey for that Olympiad that is recognized by Appropriate Authority in India viz.,Homi Bhabha Center for Science Education.

For such students who are participating in International Sports Events OR participating/ representing country in International Olympiads, Board's Examinations are conducted at a later stage as decided by CBSE.

Standard Operating Procedure (SOPs) for all such students will be as under:-

S.No.	Activity	Schedule
1.	Students to give their request to school.	These activities must be completed before 31st January of the academic year.
2.	School to request Sports Authority of India/Homi Bhabha Center for Science Education for their recommendations	
3.	Schools to send their recommendations alongwith recommendation of Sports Authority of India/Homi Bhabha Center for Science Education to Regional Office.	
4.	Regional Office to send approval to the schools	Before 5th February of the academic year.

5.	Conduct of rescheduled examination	Between 1st April to 15th April of the examination year for all candidates or to be decided by CBSE.

It may also be noted that in no case such candidates will be permitted to appear alongwith the compartment examination as the compartment examination is conducted only for those candidates who got compartment in the main examination.

Schools may please bring this information to the notice of their students who are likely to participate at an International/National Sports Event/International Olympiads, so that they are benefitted from this initiative of the CBSE.

Candidates who do not follow the above instructions will not be allowed/special examinations will not be conducted.

Section XXI

RELAXATION FOR THE WARDS OF ARMED FORCES, MILITARY AND PARA MILITARY FORCES IN THE EXAMINATIONS 2021

RELAXATION FOR THE WARDS OF ARMED FORCES, MILITARY AND PARA MILITARY FORCES IN THE EXAMINATIONS 2021

CBSE has been extending following relaxations to the wards of Armed forces, Military and Para-Military forces who are fighting terrorism and left wing extremism etc., for the country and are martyred in the line of duty:

1. Wards appearing for the Class XII or X examination and wish to change their centre of examinations in the same city, they are allowed to do so

2. If they wish to change their examination centre to some other city, they are permitted to do so

3. If they miss their practical examination(s), the same are conducted as per their convenience at a later date, by their school. However, such examinations are conducted prior to declaration of result.

4. If they wish to appear in the examination in any offered subject later, they are permitted to do so. However, such examination is conducted prior to declaration of result.

The CBSE has decided to continue to extend the above relaxations to overcome any unwarranted and unforeseen situations. In any such case, the students shall have to make a request to their school. The School shall send any such request received to the concerned Regional Office for needful action latest by 31st January of the academic session i.e.,31st January, 2021 so that necessary action could be taken by the CBSE.

Central Board of Secondary Education

Section XXII

PROCEDURE FOR VERIFICATION OF MARKS OF CLASS X/CLASS XII EXAMINATIONS

PROCEDURE FOR VERIFICATION OF MARKS OF CLASS X/CLASS XII EXAMINATIONS

You are aware that the Class XII & X Examinations are conducted by CBSE in the months of February/March. For the 2021 examinations also it is proposed to hold the examinations w.e.f. 15.2.2021. Results will likely be declared in the month of May, 2021.

Immediately after declaration of the results, the processes referred to above will be scheduled to start. In order to make the students and parents aware about the processes, the probable schedule as under may be disseminated to them so that they are aware of the schedule well in advance and can plan accordingly:

Sl. No.	Activity	Schedule	Fees in India (In INR)	Fees Outside India (In INR)
1.	Verification of Marks	Link to open after two days of declaration of result	To be intimated at appropriate time	
		Last date for applying with fee upto 5:00 PM — 5th day of opening of link		
2.	Obtaining photocopy of answer books	Link to open on 17th day of declaration of result	To be intimated at appropriate time	
		Last date for applying with fee upto 5:00 Pm – next day of opening link		
3.	Re-evaluation	Link to open on 21st day of declaration of result	To be intimated at appropriate time	
		Last date for applying with fee upto 5:00 PM – 22nd day of declaration of result		
4.	LOC for 1st chance Compartment/ Form for Private Candidates – 1st/ 3rd chance	Link to open on 4th day of declaration of result		
		Last date with normal fee	To be intimated at appropriate time	
		With late fee	To be intimated at appropriate time	

Section XXIII

ANOMALIES IN QUESTION PAPERS

ANOMALIES IN QUESTION PAPERS

CBSE conducts examinations at Class-X and Class-XII levels for lakhs of students every year who appear in these examinations from the examination centres pan India and from 28 countries abroad and growing every year.

Though, every effort is being taken by CBSE to ensure that Question Papers are error free, however, possibility of human error in question papers cannot be ruled out. Any error in Question Paper in examinations conducted by schools at school level can be addressed by informing the solution in each room to all candidates as examination is conducted in a school and in few rooms. However, when Board is conducting examination at about 6000+ examination centres in more than a lakh rooms, practice adopted at school level to correct the mistake by announcing the correction in each room cannot be followed in Board examinations.

Based on the magnitude of the examination conducted by CBSE, following mechanism has been framed:

1. Observations are obtained from subject experts on the day of examination by Examination Department.

2. Observations on the Question Paper are obtained from all schools within 24 Hrs of the conduct of examination on OECMS. These observations also include observations received by the schools from the students.

3. Information received within 24 hours of the conduct of examination from other sources is also taken into consideration

4. All observations are compiled and provided to the group preparing Marking Schemes to make provisions for addressing the anomaly in such a manner that students' interest is protected.

While sending observations at aforementioned serial number 2, following may be strictly adhered to:

i) Picture of the question paper must not be taken for any purpose and under any circumstances before exam is over;

ii) In no case, image of the question paper be taken on WhatsApp before exam is over;

iii) Un-used Question Papers be sealed by 10.45 am positively;

iv) In no case, any teacher will go through the question paper before exam is over;

v) It follows logically from serial number (iv) above that in no case, Regional Office, or CBSE

Head Qtrscan be informed about the anomaly before exam is over;

vi) In no case feedback or discrepancy in the question papers be sent through WhatsApp or e-mail etc. before exam of concerned subject is over;

vii) Send the feedback on the question papers only on the prescribed proforma and at the prescribed time i.e. after the exam is over;

viii) The feedback should be sent ONLY after the completion of the duration of the examination;

ix) The feedback should be uploaded on OECMS, sent only on the e-mail ids given in the proforma; Feedback sent on other email ids will not be considered.

Based on the observations received by CBSE, appropriate action will be taken.

Violation(s), if any, of any of the above will be viewed seriously and Board may consider imposing financial penalty on the Principal/Teacher sending the feedbacks for violation of clause 9.2.3 and 9.2.27 of the Affiliation Bye Laws, as well as on the school which is designated as the Examination Centre as per Chapter 12 of the Affiliation Bye Laws.

Above instructions may be strictly adhered to without any compromise during the conduct of examinations.

Schools may also guide to the students in this regards so that they are paying attention for the preparation of next examination rather than making request on social media.

Section XXIV

CERTIFICATES BASED ON SCHOOL INFORMATION TO BE ISSUED BY PRINCIPALS/HEAD OF SCHOOLS ONLY - NO COUNTERSIGN REQUIRED

CERTIFICATES BASED ON SCHOOL INFORMATION TO BE ISSUED BY PRINCIPALS/HEAD OF SCHOOLS ONLY - NO COUNTERSIGN REQUIRED

Following certificates are being issued by the schools from time to time:

i) Transfer Certificate to the students leaving the school.

ii) Certificates to the students for the purpose of Employment or obtaining any type of government concessions viz., student tours or Railway journeys etc.

iii) Experience Certificates in respect of the staff working in the Schools.

These certificates are issued based on information which is available only in the school and such certificates are being sent to CBSE's offices for countersignature. It is clear that since CBSE does not hold the original information, countersign should also not be done by CBSE.

In order to streamline issuing of the certificates by the schools, CBSE has issued the following Circulars, information for which is available with the school only or while giving admission to a student coming to the school:

a) Circular No. COORD/EC-30.7/2014 dated 26.11.2014 detailing the steps to be adhered to by the schools while issuing Transfer Certificates and accepting them

b) Circular No.CBSE/T.C. Uploading/2018 dated 1st October, 2018 reiterating the steps contained in Circular dated 26.11.2014

c) Circular No. COORD/PR UNIT/2020 dated 04.02.2020 detailing the steps for issue of various other Certificates to Students and Experience Certificate to the staff

Steps are as under:

A. STEPS TO BE ADHERED IN RESPECT OF TRANSFER CERTIFICATE

1. All affiliated schools shall upload scanned copy of the Transfer Certificate(s) issued by them on their official school website;

2. All affiliated schools shall issue Transfer Certificate as per the format annexed;

3. Schools shall also mention in the Transfer Certificate 'AFFILIATED TO THE CENTRAL BOARD OF SECONDARY EDUCATION' below the name and address of the school alongwith the Affiliation Code No.

4. In case of transfer of student from one CBSE affiliated school to another, incoming school should verify the affiliation status of the school which has issued the Transfer Certificate from the Board's website cbse.nic.in > e-affiliation > list of affiliated schools or the issuing school's website and this fact be mentioned on the Transfer Certificate;

5. The Head of the school shall ensure that the name of the school appears on the Board's

website as an affiliated school and does not appear in the List of Disaffiliated Schools;

6. All affiliated schools granting admission should verify status of the Transfer Certificate issued by the previous school affiliated to CBSE from its website before giving admission especially in Class X and XII

7. Transfer Certificate should be countersigned by the Manager/Secretary/Member of the School Managing Committee and the head of the school while forwarding the same to the Board in cases of direct admission and seeking approval from the Board;

8. While countersigning, it should be mentioned "verified from _____(cbse.nic.in/ source from where verified i.e., website etc.) on _____ (date of accessing the source of verification) and the list of schools in name of the school appears (affiliated/disaffiliated);

9. In case of transfer from a school recognized by/affiliated to any other recognized Board, the genuineness of the Transfer Certificate be ascertained and countersigned from the authority controlling the school;

10. The school managements shall make all out efforts to admit students having valid Transfer Certificate from a school recognized by/affiliated to recognized Board(s);

B. Steps to be adhered while issuing various other Certificates to Students and Experience Certificate to the staff

1. The Certificates should be issued on the official school Letter Head only andsigned by the Principal or the Head of school.

2. School Letter Head should invariably contain the following information below the name and address of the school

   AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION AFFILIATION No.----------

3. School name and address should be as available in the CBSE records.

4. Only if required, the issued certificate can be countersigned by Manager/Secretary/ Member of the School Managing Committee.

5. In case the certificate is issued on a prescribed format, the stamp and seal of the school should contain the information at (b) above.

6. Copy may be directly sent to the authority concerned by the school.

7. A record of such cases shall be maintained by the school.

8. Any other certificate issued by school based on information available in school, shall also be issued by Principal/Head of School and no countersignature by CBSE shall be required.

9. It is also reiterated that all such certificates shall be uploaded on school website also.

C. Steps to be adhered to by any Organization/Authority while accepting the Certificates issued to Students and Experience Certificate to the staff

1. To ensure that the Certificate issued is on the official school letter head only.

2. School Letter Head contains the following information below the name and address of the school

   AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION

   AFFILIATION NO.------

3. School name and address be verified from the link http://cbseaff.nic.in/cbse aff/schdir Report/userview.aspx.

4. In case the certificate is issued on a prescribed format, it should be ensured that the stamp and seal of the school contains the information at (b) above and should be signed by Principal/Head of school.

It would be appreciated on the part of schools to provide hassle free services to the students and staff to comply with the instructions issued strictly.

Section XXV

WEB BASED REQUIREMENTS FOR HARDWARE, SOFTWARE AND MANPOWER REQUIREMENTS IN SCHOOLS FOR EFFECTIVE USE OF CBSE IT APPLICATIONS/PORTALS

Section XXV

WEB BASED REQUIREMENTS FOR HARDWARE, SOFTWARE AND MANPOWER REQUIREMENTS IN SCHOOLS FOR EFFECTIVE USE OF CBSE IT APPLICATIONS/PORTALS

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
OASIS	• WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) • MICROSOFT EXCEL (PREFERABLY 2010 OF HIGHER VERSION)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & GEO-TAGGING
HPE	• WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/ WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP)	• PERSON WITH KNOWLEDGE OF COMPUTERS
REGISTRATION	• WEB BROWSER (PREFERABLY CHROME LATEST VERSION) • MICROSOFT EXCEL (PREFERABLY 2010 OF HIGHER VERSION) • PHOTOSHOPS FOR CROPPING OF PHOTOS (IF REQUIRED)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/ WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING

Central Board of Secondary Education

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
LOC	• MICROSOFT EXCEL (PREFERABLY 2010 OR HIGHER VERSION) • PHOTOSHOPS FOR CROPPING OF PHOTOS (IF REQUIRED)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/ WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
HERITAGE QUIZE: Stage 1- Registration	• WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/ WIFI DONGLE) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
HERITAGE QUIZE: Stage 2- Registration	• WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/ WIFI DONGLE) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
SCIENCE EXHIBITION	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH ATLEAST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOODKNOWLEDGE OF COMPUTERS
KNOW YOUR APTITUDE APTITUDE (KYA)	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH ATLEAST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASER PRINTERS FOR MAKING MULTIPLE COPIES OF APTITUDE TEST o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOODKNOWLEDGE OF COMPUTERS

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
OSAMS	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o SCANNER (FOR SCANNING DOCUMENTS TO UPLOAD) o PRINTER (FOR PRINTING HARD COPY OF DOCUMENTS) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTERS & SCANNING
ADHYAPAK (Examiners Data Bank)	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o UPS(IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
e-IG	o WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) o MICROSOFT EXCEL(PREFERABLE 2010 OR HIGHER VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASSER PRINTER (FOR PRINTING HARD COPY OF GRADE LIST) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
IAPX	o WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) o MICROSOFT EXCEL(PREFERABLE 2010 OR HIGHER VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
e-PARC	o WEB BROWSER (PREFERRABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o SCANNER FOR SCANNING CANDIDATES PHOTOS) o LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) o UPS(IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTERS & SCANNING
e-THEORY	o WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) o MICROSOFT EXCEL(PREFERABLY 2010 OR HIGHER VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASER PRINTERS FOR MAKING MULTIPLE COPIES OF APTITUDE TEST o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
e-PARKIKSHA	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH ATLEAST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASER PRINTER (FOR PRINTING HARD COPY OF CANDIDATE LIST, ADMIT CARDS AND ATTENDANCE SHEETS ETC.) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTER

Section XXVI

AVAILABILITY OF DUPLICATE DOCUMENTS

AVAILABILITY OF DUPLICATE DOCUMENTS

CBSE is receiving several requests from old students for issuing of duplicate documents and requests for verification of documents by several organisations. Information about the availability of records is being provided to facilitate the students and the organisations.

YEAR WISE AVAILABILITY OF OLD RECORDS IS AS GIVEN BELOW

S. No.	Name of State/District where school is located and present Region	Year of Passing	Address of Regional Office
1	RO (Ajmer) Rajasthan, Gujarat, Madhya Pradesh, Chhattisgarh, Dadra and Nagar Havelli	1975 -2010	Registered Office, Central Board of Secondary Education, Todar Mal Marg, Ajmer-305030. (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108
	Rajasthan, Gujarat, Madhya Pradesh, Dadra and Nagar Havelli	2011-2019	
	Rajasthan & Gujarat	2020 onwards	
2	**RO (Bhopal)** Madhya Pradesh	2020 onwards	Regional Office Central Board of Secondary Education Rohit Nagar, Phase-II, Ward No.53, Bawadia Kalan, Bhopal-462039 Phone: 0755-2425045
3	**RO (Allahabad) Prayagraj** Uttar Pradesh & Uttarakhand	1975- 2000	Registered Office, Central Board of Secondary Education, Todar Mal Marg, Ajmer-305030. (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108
		2001-2013	Regional Office Central Board of Secondary Education, 35-B, Civil Station, M.G.

			Marg, Civil Lines, Allahabad-211001 (U.P.) Email: roallahabad.cbse@nic.in roallahabad@cbse.gov.in Phone no. 0532-2407970
	Districts of Uttar Pradesh – Ambedkar Nagar, Amethi, Auraiya, Ayodhya, Azamgarh, Bahraich, Ballia, Balrampur, Banda, Barabanki, Basti, Bhadohi, Chandauli, Chitrakoot, Deoria, Etawah, Farukkhabad, Fatehpur, Ghazipur, Gonda, Gorakhpur, Hamirpur, Hardoi, Jalaun, Jaunpur, Jhansi, Kannauj, Kanpur Dehat, Kanpur Nagar, Kaushambi, Kushi Nagar, Lakhimpur Kheri, Lalitpur, Lucknow, Maharajganj, Mahoba, Mau, Mirzapur, Pratapgarh, Prayagraj, Raebareli, Sant Kabir Nagar, Shravasti Siddharth Nagar, Sitapur, Sonbhadra, Sultanpur, Unnao, Varanasi, Mathura, Bareilly, Shahjahanpur, Kasganj/ Kashiram Nagar & Etah, Hathras/ Maha Maya Nagar, Aligarh, Pilibhit	2014 - 2019	Regional Office Central Board of Secondary Education 35-B, Civil Station, M.G. Marg, Civil Lines, Allahabad-211001 (U.P.) Email: roallahabad.cbse@nic.in roallahabad@cbse.gov.in Phone no. 0532-2407970
	Districts of Uttar Pradesh – Ambedkar Nagar, Amethi, Auraiya, Ayodhya, Azamgarh, Bahraich, Ballia, Balrampur, Banda, Barabanki, Basti, Bhadohi, Chandauli, Chitrakoot, Deoria, Etawah, Farukkhabad, Fatehpur, Ghazipur, Gonda, Gorakhpur, Hamirpur, Hardoi, Jalaun, Jaunpur, Jhansi, Kannauj, Kanpur Dehat, Kanpur Nagar, Kaushambi, Kushi Nagar, Lakhimpur Kheri, Lalitpur, Lucknow, Maharajganj, Mahoba, Mau, Mirzapur,	2020 onwards	

	Pratapgarh, Prayagraj, Raebareli, Sant Kabir Nagar, Shravasti Siddharth Nagar, Sitapur, Sonbhadra, Sultanpur, Unnao, Varanasi, Mahamaya Nagar		
4	**RO (Dehradun)** Uttrakhand and Western Uttar Pradesh i.e. Badaun, Baghpat, Bijnour, Bulandshahar, Gautam Budh Nagar (Noida), Ghaziabad, Hapur, J.P.Nagar/ Amroha, Meerut, Muradabad, Muzaffarnagar, Rampur, Saharanpur, Sambhal and Shamli	2014 – 2019	Assistant Secretary(M&M) Central Board of Secondary Education, Regional Office, 99, Kaulagarh Road, Dehradun-248001 (Uttarakhand) Email: roddn.cbse@nic.in Phone no. 0135-2757733
	Uttarakhand and Districts of Uttar Pradesh - Badaun, Bijnour, J.P.Nagar/ Amroha, Moradabad, Muzaffarnagar, Rampur, Saharanpur and Sambhal	2020 onwards	Assistant Secretary(M&M) Central Board of Secondary Education, Regional Office, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand Email: roddn.cbse@nic.in Phone no. 0135-2757733
5	**RO (Noida)** Districts of Uttar Pradesh - Agra, Aligarh, Baghpat, Bareilly, Bulandshahar, Etah, Firojabad, Gautam Budh Nagar, Ghaziabad, Hapur, Hathras, Kasganj / Kashi Ram Nagar, Mainpuri, Mathura, Meerut, Pilibhit, Shahjahanpur and Shamli	2020 onwards	**Regional Office** Central Board of Secondary Education, A-83, Sector -136, Noida, G.B. Nagar (U.P.) – 201305 Email: ronoida.cbse@gmail.com Phone: 0172-2585193
6	**RO (Patna)** Bihar, Jharkhand	1975- 2000	Assistant Secretary(M&M) Registered Office, Central Board of Secondary Education Todar Mal Marg, Ajmer-305030. (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108
		From year 2001-2010	Assistant Secretary(M&M) Central Board of Secondary

			Education, Regional Office, 35-B, Civil Station, M.G. Marg, Civil Lines, Prayagraj (Allahabad)-211001 (U.P.) Email: roallahabad.cbse@nic.in roallahabad@cbse.gov.in Phone no 0532-2407970
		2011 onwards	Assistant Secretary(M&M) Central Board of Secondary Education, Regional Office, Ambika Complex, Behind State Bank Colony, Brahmsthan, Sheikhpura Raja Bazar, Bailey Road, Patna-800014 (Bihar) Email: ropatna.cbse@nic.in ropatna.cbse@gmail.com Phone no. 0612-2295080, 0612-2295048
7	**RO (Bhubaneswar)** West Bengal, Odisha & Chhattisgarh	1975- 2000	Registered Office, Central Board of Secondary Education, Todar Mal Marg, Ajmer-305030. (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108
		From year 2001-2010	Regional Office Central Board of Secondary Education, 35-B, Civil Station, M.G. Marg, Civil Lines, Prayagraj (Allahabad) - 211001 (U.P.) Email: roallahabad.cbse@nic.in roallahabad@cbse.gov.in Phone no 0532-2407970
		2011 onwards	Regional Office, Central Board of Secondary Education, 6th Floor, AlokBharti Complex, Shaheed Nagar, BHUBANESWAR – 751 007 Email: robhubaneshwar.cbse@nic.in rocbsebbsr@rediffmail.com Phone no. 0674-2548426 0674- 2548212

8	**RO (Chennai)** Tamil Nadu, Andhra Pradesh, Telangana Karnataka, Maharastra, Goa, Puducherry, Andaman & Nicobar Islands Daman & Diu	1975- 1990	Registered Office, Central Board of Secondary Education Todar Mal Marg, Ajmer-305030. (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108
		1991-2019	Central Board of Secondary Education, Regional Office, 1630-A, J Block, 16th Main Raod, Anna Nagar(West) Chennai-600040 Email: rochennai.cbse@nic.in Phone no. 044-26162213, 044-26163215
	Andhra Pradesh, Tamil Nadu, Telangana, Puducherry and Andaman & Nicobar Islands.	2020 onwards	
9	**RO (Bengaluru)** Karnataka	2020 onwards	Regional Office Central Board of Secondary Education , Degree College Building No. 57, Heserghatta Main Road, Near Sapthagiri Hospital, Chimney Hills, Chikkabanavara, Bengaluru – 560090
10	**RO (Pune)** Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli	2020 onwards	**Regional Office** Central Board of Secondary Education RLM Business Park, SR. NO. 28/4/A, Old Kharadi Mundava Road, Opposite to Bollywood Multiplex, Kharadi, Pune – 411014 Maharashtra Email: ropune.cbse@nic.in Phone: 020-46917171
11	**RO (Trivandrum)** Kerala, Lakshadweep	1975- 1990	Assistant Secretary (M&M) Registered Office, Central Board of Secondary Education Todar Mal Marg, Ajmer-305030 (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108

		1991 -2013	Assistant Secretary (M&M) Central Board of Secondary Education, Regional Office, New no-3, Old No. 1630 A, J Block, 16th Main Raod, Anna Nagar West, Chennai-600040 Email: rochennai.cbse@nic.in Phone no. 044-26162213, 044-26163215
		2014 onwards	Assistant Secretary (M&M) Regional Office, Central Board of Secondary Education Block-B, 2nd Floor, LIC Divisional Office Campus, Pattom, Thiruvanthapuram 695004 Kerala Email: rotrivandrum@cbse.gov.in Phone no. 0471-2534404/05
12	**RO (Panchkula)** Haryana, Punjab, Chandigarh, J&K, Himachal Pradesh	1975- 2000	Assistant Secretary(M&M) Registered Office, Central Board of Secondary Education, Todar Mal Marg, Ajmer-305030. (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108
		2001 onwards	Assistant Secretary/Section Officer (M&M) Central Board of Secondary Education, Regional Office Sector-5, Panchkula-134109 Email ropanchkula@cbse.gov.in ropanchkula.cbse@nic.in Phone no. 0172-2585193, 0172-2583547 and 0172-2585577
	Haryana, Himachal Pradesh	2020 onwards	
13	**RO (Chandigarh)** U.T. of Chandigarh, Punjab, J&K, U.T. of Ladakh	2020 onwards	**Regional Office** Central Board of Secondary Education Presently Camped at RO Punchkula, Chandigarh Email:rochandigarh.cbse@gmail.com Phone: 07814277267

14	**RO (Guwahati)** Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura	1975- 2001	Assistant Secretary(M&M) Registered Office, Central Board of Secondary Education Todar Mal Marg, Ajmer-305030. (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108
		2002 onwards	Assistant Secretary(M&M) Central Board of Secondary Education, Regional Office, Shilpo gram Road, Near Sankardev, Kalashetra, Panjabari, Guwahati-781037 Email: roguwahati.cbse@nic.in Phone no. 0361-2331995
15	**RO (Delhi - East)** Delhi & Foreign Schools	1975-2002	Assistant Secretary(M&M) Registered Office, Central Board of Secondary Education Todar Mal Marg, Ajmer-305030. (Rajasthan) Email: documents.cbseajmer@gmail.com Phone no. : 0145-2621228, 0145-2634125, 0145-2634108
		2003 – 2019	Assistant Secretary(M&M) Central Board of Secondary Education, Regional Office, PS 1-2, Institutional Area, I.P. Extn. Patparganj, Delhi-110302 Email: rodelhi@cbse.gov.in rodelhi.cbse@nic.in Phone no. 011-22248885
	East Delhi, South East Delhi, South Delhi, New Delhi, Central Delhi, North East Delhi and Schools outside India.	2020 onwards	
16	**RO (Delhi - West)** West Delhi(A&B), South West Delhi(A&B), North West Delhi(A&B), North Delhi	2020 onwards	Regional Office Central Board of Secondary Education C-128 & C-129, Mangolpuri Industrial Area, Phase-1, Delhi – 110083. Email: rodelhi-west.cbse@gov.in Phone: 011-61344830

FEE FOR DUPLICATE DOCUMENTS IS AS GIVEN BELOW

1.	Class XII - Duplicate/Triplicate copy of Class XII Marksheet or Certificate, Class X- Marksheet/Certificate/ Gradesheet cum Certificate of Performance/Marksheet cum certificate		Amount of Fee (`)
	(a)	Upto 5 years from year of passing	250/-
	(b)	More than 5 and upto 10 years from year of passing	500/-
	(c)	More than 10 years and upto 20 Years of passing	1000/-
	(d)	More than 20 years from year of passing	2000/-
2.	Migration certificate or its duplicate copy		250/-
3.	Date of birth certificate		250/-
4.	Provisional Certificate		200/-
5.	Urgent/Tatkal fee for duplicate document in addition of fee mentioned above		500/-
6.	Correction in certificate/Marksheet (date of birth, name) etc.		1000/-
7.	Verification of Statement of Marks/Certificate of Class X or XII or both for a particular candidate (except the cases received from Government Department), per document fee.		500/-

DOCUMENT NAME	FORMALITIES
MARK SHEETS	Applicants must fill the prescribed form available on CBSE website www.cbse.nic.in
PASSING CERTIFICATES	Applicants must fill the prescribed Form available on CBSE website www.cbse.nic.in alongwith copy of Identification Certificate duly attested by Principal/ Gazetted Officer and a copy of newspaper published in any one national daily newspaper, as specified in the Application Form available on CBSE website.
MIGRATION CERTIFICATE	Migration certificate is issued only to those candidates who have appeared for examination of the Board, in order to enable them to seek admission elsewhere for further study.
PROVISIONAL CERTIFICATE	Provisional Certificate is issued to a private candidate who has passed Secondary / Sr. Secondary Examination, only till the issuance of the main Qualifying Certificate by the Board. Regular school candidate to obtain Provisional Certificate from their school only.
GRADECUM CERTIFICATE/ MARKSHEET CUM CERTIFICATE	Applicants must fill the prescribed Form available on CBSE website www.cbse.nic.in alongwith copy of Identification Certificate duly attested by Principal/ Gazetted Officer and a copy of newspaper published in any one national daily newspaper, as specified in the Application Form available on CBSE website.

IMPORTANT

1. Applicants must check the status of availability of their respective records at concerned office of the Board & must apply at the concerned office only. Else, Board shall not be responsible for any untoward delay in issuing the document.

2. Triplicate or further copies of qualifying certificates shall not be issued on Urgent basis. The same is issued only after the concerned Regional Officer is further satisfied by some documentary evidence that the duplicate/last issued copy has also been actually lost/ destroyed. A formal request must be enclosed with the Application Form, supporting documents & applicable fee.

3. Failed candidates and candidates appeared for improvement/Additional Subject should not apply for Migration or Provisional certificate.

4. Applicants desirous of collecting documents by-hand must collect their respective document(s) within three months from the date of deposit of duly completed Application Form & fee. The Board shall not be responsible for retaining such documents after the expiry of 03 months duration. Such document(s) shall be cancelled & the applicant shall have to re-apply in case of need.

5. For prescribed form and details please see http://cbse.nic.in/faq/MM%202016%20 Duplicate%20Form.pdf

Section XXVII

A REQUEST

A REQUEST

You are aware that Examination Department is continuously working from December, 2019. Even during lockdown, many actions were taken to conduct the remaining examinations, evaluation of Answer books and declaration of results.

To assist the schools in Current Session, efforts have been made to bring out the Framework and Significant Guidelines in the Context of the Secondary and Senior School Certificate Examinations 2020-21 in the shortest possible time. There might be some short comings in the document. Accordingly, this document may need some improvement which could be made with your assistance.

Therefore, it is requested that suggestions, if any, to improve this document be sent to controller of examinations on email id ce.cbse2014@gmail.com.

Your suggestions will help CBSE in improving the next edition of this document.

Central Board of Secondary Education