

# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

# CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)



CBSE/LOC/2022-23/

08/06/2022

To

The Principal/Head, All Schools affiliated to CBSE. (Through CBSE website)

Subject : Submission of List of Candidates (LOC) for Class X/XII Examination, 2022-23.

#### Madam/Sir.

Submission of List of Candidates (LOC) for Class X and XII is the most important activities towards preparation for the Board's Examinations every year. For the session 2022-23 the activity of submission of data of eligible candidates through LOC is being started available from 16<sup>th</sup> June, 2022. Submission of LOC shall be done through e-Pariksha link given in CBSE website https://cbse.gov.in.

As submission of the LOC as per schedule is very important the schools are therefore requested to plan timely submission of data of the candidates. It will also have to be ensured that the filled-in data is correct.

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

- There are various details/information in list of candidates, without understanding which, schools will not be able to fill-in the LOC correctly. It is therefore requested that a meeting be convened by the principal with the persons/ teachers assigned the responsibility to complete the LOC in which this circular be discussed in details and after proper understanding, LOC be filled.
- Only those students shall be allowed to appear for Class X and XII Board's Examinations in session 2022-23, whose names would be submitted through the online process of submission of LOC explained in this circular.
- Principals/Schools should ensure that: -
  - (a) Students sponsored are their own regular and bonafide students only.
  - (b) No bonafide students' name is left unsponsored.
  - (c) Students are not from any unauthorised/unaffiliated schools.
  - (d) Students are regularly attending classes in your school.
  - (e) Students are not registered with any other School Education Board in addition to CBSE.
  - (f) The students are eligible for appearing in Board's Examinations for classes X and XII as per provisions of Examination Byelaws.
  - (g) In case of students of Class-XII, it may be specifically ensured that the students have passed their Class-X examination from a recognized School Education Board only.

In this context your attention is invited to provisions of para 14.2 of 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."
- 4. All schools need to ensure that byelaws/rules of the CBSE are being followed in letter and spirit for submission of List of Candidates, availability of class rooms and the teachers. In a section 40 students are allowed and teachers pupil ration is 1:30. Further, number of sections cannot exceed the number of sections permitted by the Board.
- 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.
- 6. Newly affiliated schools should contact the concerned Regional Office of the CBSE for obtaining password, in case they have not received their password or instructions regarding it. After receiving the password, 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.
- 7. The 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 the schools may refer to the communications available on link <a href="https://www.cbse.gov.in/cbsenew/Examination Circular/2019/5">https://www.cbse.gov.in/cbsenew/Examination Circular/2019/5</a> CIRCULAR.pdf

The category of CWSN students shall be carefully selected and submitted in the LOC to ensure that applicable relaxations during the conduct of examinations can be provided to these students in an automated manner.

# FEATURES OF ONLINE SYSTEM FOR SUBMISSION OF LOC

- Before proceeding for submission of LOC, existing schools shall have to update the data on OASIS & HPE Portal.
- 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. The names of the teachers who have left the school shall be deleted from the data. Simultaneously the names of teachers whose names are not figuring in the existing data shall be included.
- 10. 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. No salutations etc. shall be prefixed with the names.

# 11. New Schools have to:-

- (a) first enter the information on the OASIS portal
- (b) thereafter, they will submit the data on HPE portal.
- (c) after completing activity (a) & (b) above, they can submit LOC data.
- 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.
- 13. 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.
- 14. Schools will be able to finalize LOC data only when they have first submitted data on HPE portal. Link of HPE portal is available on CBSE website. 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.
- 15. Schools who had not uploaded the photographs 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 of their bonafide students. Correct procedure for uploading of the photographs is given in ANNEXURE-E. The Hardware, software and manpower requirements in schools for effective use of CBSE's IT Applications/Portals is given in Section-XXV.
- 16. 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.
- Schools shall have to complete the LOC submission process Online only. Facility of data filling in downloadable Excel file is not available in LOC submission module as only minor corrections are allowed in LOC.
- 18. 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 will be applicable and thus the same be followed by the schools. Meaning thereby that due approval is to be obtained from concerned Regional Office as per Boards rules.
- 19. 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.
- 20. Many organizations 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.
- 21. As per affiliation bye-laws, schools can offer any academic subject in Classes XI and XII except the subjects requiring laboratory. Academic subjects in which laboratory is not required, could be offered by updating the same in the OASIS.
- As per CBSE Circular no. ACAD-38/2021, no formal permission is required by the affiliated schools for introducing Skill Subject(s) at any level.

- 23. 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-H (for Class X) and ANNEXURE-K (for Class XII).
- 24. 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.
- 25. 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 2021 onwards, this practice has been done away with. Now, LOC will be uploaded on the system provided with the E-signature linked with Aadhaar of the Principal. It may be ensured that data uploaded is fully correct. No updation of data will be permitted by the CBSE after its final submission.
- No window for correction in the uploaded data will be made available. Uploading of correct data is the responsibility of the school concerned.
- Link for submission of online form for Private/2nd chance Compartment will be made available separately.
- 28. Now, for online submission of LOC, sufficient time is being given. Schools may upload the data as per their convenience but within given schedule only. 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 along-with the fee. No change will be allowed after submission of data.
- 29. On-line submission shall close at 11.59 midnight 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.
- 30. Last date for each 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.
- After submission of LOC, no request for change of subject, admission in Classes-X and XII (except on transfer cases) and concessions for CWSN shall be considered by the Board.
- In the event of any difficulty, concerned Regional Office may be contacted.

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

- Spelling of name of student/mother/father/guardian is correct and is as per Admission & Withdrawal Register maintained by the school.
- Date of Birth is correct and is as per Admission & Withdrawal Register maintained by the school.
- Subject combinations are correct and as per Scheme of Studies.

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

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

b) 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), Mathematics(041), Applied Mathematics(241).

#### SUBMISSION OF DATA IN OASIS

Schools are expected to keep their data on OASIS Portal updated at all times. However, once again the school may complete/update the information on OASIS portal before finalization of their LOC/Data. It is mandatory to complete/update OASIS data before submission of LOC.

#### SYLLABUS AND SCHEME OF STUDIES

Board has prescribed scheme of studies which is available in the Curriculum on the link <a href="https://cbseacademic.nic.in/curriculum\_2023.htm">https://cbseacademic.nic.in/curriculum\_2023.htm</a> for Secondary and Senior Secondary classes. Schools are required to offer the subjects in accordance with the Scheme of Studies only.

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.

For any query or help during office hours, kindly visit the link https://www.cbse.gov.in/cbsenew/contact-us.html.

Yours faithfully,

(DR. SANYAM BHARDWAJ)

CONTROLLER OF EXAMINATIONS

ANNEXURE A Fee details for registration in Class X/XII)

ANNEXURE B Categories of students appearing through schools

ANNEXURE C Summary of activities for submission of the list of candidates (LOC)

ANNEXURE D Procedure for online filling of list of candidates for X and XII

ANNEXURE E Steps for scanning and uploading of photographs

ANNEXURE F Scheme of studies class X

ANNEXURE G Subject list for class X

ANNEXURE H Examples of subject combination for class X

ANNEXURE I Scheme of studies class XII

ANNEXURE J Subject list for class XII

ANNEXURE K Examples of subject combination for class XII

Copy to Web Admin with the request of uploading on Board's Website

# ANNEXURE-A

	FEE DETAILS FOR LOC for CLASS X/XII				
Fee Slab	Examination Fee to be remitted per Student in INR			Schedule for	Schedule for
	India	Nepal	Other Countries	submission of LOC	Fee payment
Without late fee	for SC/ST schools of Del	05 subjects. Rs. 1000/- per subject per candidate for additional subjects. per candidate for candidate for	05 subjects.  Rs. 2000/- per subject per candidate for additional subjects.  or 05 subjects government	16.06.2022 (Thursday) to 31.08.2022 (Wednesday)	Date of finalization of LOC data +4 days (As per illustration)
With Late fee		Rs. 2000/- per mal fee prescril		01.09.2022 (Thursday) to 15.09.2022 (Thursday)	Date of finalization of LOC data +4 days (As per illustration)
Practical Fee Migration	Rs. 150/- per practical subject per candidate for schools in India and Nepal.  Rs. 350/- per practical subject per candidate for schools in abroad.				
Certificate	Certificate  Visually Impaired candidates are exempted from payment of examination fee for classes X and				

#### **ILLUSTRATION FOR CALCULATING LATE FEE**

The date on which the data is finalized is taken for account for fee calculation

- (a) If students' details are entered and finalized **on or before 27.08.2022**, the school can pay the fee till **31.08.2022** without late fee. There after late fee shall be applicable.
- (b) If students' details are entered and finalized on **28.08.2022**, the school can pay the fee till **01.09.2022** without late fee. There after late fee shall be applicable.
- (c) If students' details are entered and finalized on **29.08.2022**, the school can pay the fee till **02.09.2022** without late fee. There after late fee shall be applicable.
- (d) If students' details are entered and finalized on **30.08.2022**, the school can pay the fee till **03.09.2022** without late fee. There after late fee shall be applicable.
- (e) If students' details are entered and finalized on **31.08.2022**, the school can pay the fee till **04.09.2022** without late fee. There after late fee shall be applicable.
- (f) For Registration with late fees, +4 days from the date of finalization of Registration data will be applicable in the same way as given in (a) to (e) above.

It may be noted that if the data of registration of students is not finalized by 31/08/2022, late fee will be applicable. The time window of +4 days is only available for depositing fee after the FINALIZATION of data. The finalization of data is an activity subsequent to entry/upload of students' registration data.

	FEE PAYMENT METHOD
(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

#### CATEGORIES 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 03 categories of the students who would be mentioned by schools in LOC -

# (A) 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.

# (B) Fail/Essential Repeat candidates - Category 'ER'

- (i) 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.
- (ii) 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.

# (C) 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.

# **ANNEXURE-C**

# SUMMARY OF ACTIVITIES TO BE DONE FOR SUBMISSION OF THE LIST OF CANDIDATES (LOC) X AND XII

The following Steps 1 to 12 are to be followed in sequence for online submission of details.

Steps	Activities for List of Candidates (LOC)	Nature of Activity
1	Updation/Submission of data on OASIS portal	Online
2	Health and Physical Education data submission on HPE portal	Online
3	Registration on the LOC portal.	Online
4	Login	Online
5	Check list Printing of last year Registered candidates of IX & XI from the portal	Online
6	Checking of Checklist and correction to be marked on Check list:  (a) Correction in candidate's details (b) Addition of Candidates:  For Improvement of Performance/  New admissions /Transfer cases from other schools in 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 (c) Deletion of Candidates:  Transfer cases to other schools,  Failures in Class IX/XI (d) Whether any correction is required in the photograph of any candidate (e) Whether Migration Certificate is needed by the candidate or not	Manual
7	Updation of corrections, marked on the check list on the LOC Portal	Online
8	Check list Printing of List of Candidates (LOC) – Class X / XII from the portal	Online
9	Uploading of Photographs & Signature	Online
10	Finalization of Data	Online
11	Fee Payment	Online
12	Printing of Final List of Candidates (LOC)	Online

	PROCEDURE FOR ONLINE FILLING OF LIST OF CANDIDATES FOR X AND XII					
	. HOULD ALL THE HELITO OF EIGHT OF TANDRIED FOR AND AIR					
Α	Login : Only Registered schools are permitted to login.					
В	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/XI previous year will be 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.					
CHE	CKING OF DETAILS OF CANDIDATES FOR LIST OF CANDIDATE	S (LOC):				
С	<ul> <li>Checking of check list and correction to be marked on check list:</li> <li>(a) The printed checklist has data of last year IX/XI students who will now appear in X/XII.</li> <li>(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.</li> <li>(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.</li> <li>(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.</li> </ul>					
D	Deletion of Candidates:					
	Reasons for Deletion	Code for Deletion				
	Essential Repeat in Class IX/XI	Essential Repeat				
	Transfers from your school to other Schools  Note: Reasons for deletion must be provided as per Code for Deletion in remark col on server. Details of these candidates must be noted down.					
E	Addition of Candidates:					
	Reasons for Additions	Code for Addition				
	New admissions –	Г				
	Transfers from other CBSE Affiliated Schools –	TRANSFER				
	Transfers from Schools not affiliated to CBSE  Improvement of Performance – those who have qualified/ Passed Class X/XII and will be appearing for Improvement of Performance in all the subjects.  DIRECT  IMPROVEMENT					
	Those who have not Qualified Class X/ XII previously and will be appearing as regular candidates by repeating in all the subjects again.					
	IMPORTANT:  (i) Schools should seek permission from concerned Regional Office for addition of candidates					
	<ul><li>(ii) Regional Offices will give permission after updating number of candidates on the portal from the school concerned.</li><li>(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.</li></ul>					

CBSE has developed the infrastructure to provide softcopies of the Migration Certificate on DigiLocker. Accordingly, it has been decided that hard copy of the Migration Certificate will be issued only to the students who would make a request for the same to Board, otherwise as soon as the result is declared the soft copy of the Migration Certificate will be made available in DigiLocker. This decision will be of help to students seeking admission in Higher Education System as they are required to provide the same and also in online verification the documents. Fee details in respect of issuing Migration Certificate is mentioned at Fee Table Class X/XII.

# F 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 1.4.2022) 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"

# G 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".

# H Correction of Candidate's details including photographs, if any:

This activity has three options **MODIFY/CORRECT**, **ADD and DELETE**. Corrections marked in the check list can be carried out on server as follows:

# (i) MODIFY/CORRECT for making corrections:

There are two options:

- To carry out individual corrections in Name/subject/other details of the candidate: 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.

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

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.

#### J **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. K **Check list Printing of List of Candidates (LOC) with photographs:** 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. The printer settings may be set for A4 size paper with Landscape printing with (ii) all side margins set to 0.25". The heading of this List will be 'CHECK LIST OF CANDIDATES FOR LOC FOR (iii) CLASS ' L Finalisation of Data (Ensure all corrections have been made before finalisation): 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. (ii) 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. After finalisation of data, addition of more candidates is possible provided the date for (iii) submission of details is within the time schedule and fee shall have to be remitted as per fee schedule **Printing of Final List of Candidates (LOC):** M Schools shall take print out of Final list of Candidates submitted. The Final list has (i) provision for printing candidates' details. Final list cannot be generated without submission of fee details. (ii) School shall obtain signature of Mother, signature of Father and signature of candidate to confirm the name, father name, mother name are correct. (iii) The heading of this List will be 'FINAL LIST OF CANDIDATES FOR CLASS The printer settings may be set for A4 size paper with Landscape printing with all (iv) side margins set to 0.25". Obtain signatures of candidate on the final list.

#### STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

#### **PHOTO TYPE**

- (A) (i) Photo should be in full colour and of high quality to avoid any visible pixels.
  - (ii) Photo must be taken in the last 6 months.
  - (iii) 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.
  - (iv) Have a natural expression smiling is allowed.
  - (v) Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.
  - (vi) Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
  - (vii) The individual's full face must be clearly visible.



#### METHOD OF UPLOADING PHOTOGRAPH

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

# (B) 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

### (C) 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:-

- (a) You can generate the check list with photographs to check all photos are correctly uploaded
- (b) In case of correction, you can gain-upload the photograph
- (c) Photos can be changed until date is finalized
- (d) After finalization photos cannot be change

# SCHEME OF STUDIES SECONDARY SCHOOL EXAMINATION (CLASS X) 2022-2023

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 have to offer minimum 5 subjects as under:-

which th	which they have studied in Class-IX. Students have to offer minimum 5 subjects as under:-					
Subjects			Name of Subjects			
Compu	lsory	Subject-1	Language I (Group-L) Hindi - A or Hindi - B or English L Literature	anguage and		
		Subject-2	Language II Anyone from the Group of Language other than Language chosen at S			
		Subject-3	Mathematics Standard OR Mathematics Basic	(Group- A1)		
		Subject-4	Science			
		Subject-5	Social Science			
Addition Option	nal Subjects al	Subject-6	Skill subject (from the group of Sk (Group-S)			
		Subject-7	Language III (Group-L) /Any Acad (Group-A2) other than opted above	-		
Subject Assess	ts of Internal sment	Subject-8 and 9	Art Education Health & Physical Education (Assessment and certification at s	school level)		
Importa	ant Instruction	ns: -				
(a)	(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.					
(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 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)	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.
(h)	Board has prescribed scheme of studies which is available in the Curriculum on the link <a href="http://cbseacademic.nic.in">http://cbseacademic.nic.in</a> 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.
(i)	Board issues mark sheet cum certificate 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.
(j)	It has been observed in past that there is a variation between subjects offered by the candidate and the subjects being taught in the school. To ensure accuracy of data, the Subject Code and Subject Name must be checked carefully for each candidate by the school.
(k)	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.

# **ANNEXURE-G**

			SUBJECT LIST CLASS-X (2022-23)	
SN	CLASS	SUB	SUBNAME	
_	UAGE (C			
1	10	002	HINDI COURSE - A	
2	10	085	HINDI COURSE - B	Any One
3	10	184	ENGLISH LANGUAGE & LITERATURE	
4	10	003	URDU COURSE - A	
5	10	303	URDU COURSE-B	Any One
6	10	004	PUNJABI	
7	10	005	BENGALI	
8	10	006	TAMIL	
9	10	007	TELUGU	
10	10	089	TELUGU-TELANGANA	Any One
11	10	800	SINDHI	
12	10	009	MARATHI	
13	10	010	GUJARATI	
14	10	011	MANIPURI	
15	10	012	MALAYALAM	
16	10	013	ODIA	
17	10	014	ASSAMESE	
18	10	015	KANNADA	
19	10	016	ARABIC	
20	10	017	TIBETAN	
21	10	018	FRENCH	
22	10	020	GERMAN	
23	10	021	RUSSIAN	
24	10	023	PERSIAN	
25	10	024	NEPALI	
26	10	025	LIMBOO	
27	10	026	LEPCHA	
28	10	092	BODO	
29	10	093	TANGKHUL	
30	10	094	JAPANESE	
31	10	095	BHUTIA	
32	10	096	SPANISH	
33	10	097	KASHMIRI	
34	10	098	MIZO	
35	10	099	BAHASA MELAYU	
36	10	122	SANSKRIT	
37	10	131	RAI	
38	10	132	GURUNG	
39	10	133	TAMANG	
40	10	134	SHERPA	

41	10	136	THAI		
СОМІ	PULSORY	ACAD	EMIC SUBJECTS (GROUP-A1)		
42	10	041	MATHEMATICS STANDARD		
43	10	241	MATHEMATICS BASIC	Any One	
44	10	086	SCIENCE		
45	10	087	SOCIAL SCIENCE		
OTHE	R ACADI	EMIC S	UBJECTS (GROUP-A2)	•	
46	10	031	CAR. MUSIC (VOCAL)		
47	10	032	CAR. MUSIC MEL. INS.	_	
48	10	033	CAR. MUSIC PER. INS.	Any One	
49	10	034	HIND. MUSIC (VOCAL)	Any One	
50	10	035	HIND. MUSIC MEL. INS.	_	
51	10	036	HIND. MUSIC PER. INS.		
52	10	049	PAINTING		
53	10	064	HOME SCIENCE		
54	10	076	NATIONAL CADET CORPS (NCC)		
55	10	154	ELEMENTS OF BUSINESS		
56	10	254	ELEMENTS OF BOOK KEEPING & ACCOUNT	Any One	
57	10	165	COMPUTER APPLICATIONS	Cannot be offered with 402/417 of Group-S	
SKILI	SUBJEC	TS (GF	ROUP-S)		
58	10	401	RETAIL		
59	10	403	SECURITY		
60	10	402	INFORMATION TECHNOLOGY	Any One and Cannot be offered	
61	10	417	ARTIFICIAL INTELLIGENCE	with 165 of Group- A2	
62	10	404	AUTOMOTIVE		
63	10	405	INTRODUCTION TO FINANCIAL MARKETS		
64	10	406	INTRODUCTION TO TOURISM		
65	10	407	BEAUTY & WELLNESS		
66	10	408	AGRICULTURE		
67	10	409	FOOD PRODUCTION		
68	10	410	FRONT OFFICE OPERATIONS		
69	10	411	BANKING & INSURANCE		
70	10	412	MARKETING & SALES		
71	10	413	HEALTH CARE		
72	10	414	APPAREL		
73	10	415	MULTIMEDIA		
74	10	416	MULTI SKILL FOUNDATION COURSE		
75	10	418	PHYSICAL ACTIVITY TRAINER		
	The complete details of the subjects are available on the weblink:				
<u>https</u>	://cbseaca	<u>ademic</u>	.nic.in/curriculum_2023.html		

EXAMPLES OF SUBJECT COMBINATIONS 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 Retail Sub7: 006 Tamil	CASE 4 Sub1: 184 English Language & Lit. Sub2: 002 Hindi Course-A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: Sub7: 122 Sanskrit				
CASE 2 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 Lang & Lit Sub2: 006 Tamil Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science				
CASE 3 Sub1: 184 English Lang & Lit Sub2: 002 Hindi Course -A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science					
INVALID SUBJECT	T 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 Computer Applications	CASE 3 Sub1: 002 Hindi Course-A Sub2: 021 Russian Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 401 Retail Sub7: 404 Automotive				
CASE 2 Sub1: 018 French Sub2: 006 Tamil Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science					

# SCHEME OF STUDIES SECONDARY SCHOOL EXAMINATION (CLASS XII) 2022-2023

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:-

	<u>_</u>					
Subjects			Name of Subjects			
		Subject 1	Hindi Elective or Hindi Core <b>OR</b> English Elective or English Core			
Compulsory		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.			
	nal Subject tional	Subject 6	Any one subject from any subjects' groups not opted above			
Subjects of Internal		Subject 7 to 9 (To be taken by all Regular Candidates)	500 - Work Experience 502 – Health & Physical Education 503 -General Studies			
Importan	t Instruction	S: -				
H	(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 background 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.					
S	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.					
; ; i	(c) For candidates who take 6 subjects (5 main and 1 additional subject) and pass in all subjects, the percentage is to be calculated, as per their requirement/rule, by the employer/institution/university according to the norms of Institution/University/Employin which the candidate will be seeking admission/employment. CBSE does not calculate and provide the percentage.					
` '	Only those subjects can be offered by the school to the students for which approval of CBSE has been obtained.					

(e)	Board has prescribed scheme of studies which is available in the Curriculum on the link <a href="http://cbseacademic.nic.in">http://cbseacademic.nic.in</a> 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.
(f)	CBSE does not have concept of streams. Student can take 5/6 subjects as per above scheme 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.

<sup>\*</sup> For concessions to CWSN Candidates, please refer to framework and significant guidelines.

# **ANNEXURE-J**

			SUBJECT LIST		
	CLASS-XII (2022-23)				
	UAGE (G				
SN	CLASS	SUB	SUBNAME		
1	12	001	ENGLISH ELECTIVE	Any One	
2	12	301	ENGLISH CORE	Ally Offe	
3	12	002	HINDI ELECTIVE	Any One	
4	12	302	HINDI CORE	Any One	
5	12	003	URDU ELECTIVE	Any One	
6	12	303	URDU CORE	Any One	
7	12	022	SANSKRIT ELECTIVE	Any One	
8	12	322	SANSKRIT CORE	Any One	
9	12	104	PUNJABI		
10	12	105	BENGALI		
11	12	106	TAMIL		
12	12	107	TELUGU	A O	
13	12	189	TELUGU TELANGANA	Any One	
14	12	108	SINDHI		
15	12	109	MARATHI		
16	12	110	GUJARATI		
17	12	111	MANIPURI		
18	12	112	MALAYALAM		
19	12	113	ODIA		
20	12	114	ASSAMESE		
21	12	115	KANNADA		
22	12	116	ARABIC		
23	12	117	TIBETAN		
24	12	118	FRENCH		
25	12	120	GERMAN		
26	12	121	RUSSIAN		
27	12	123	PERSIAN		
28	12	124	NEPALI		
29	12	125	LIMBOO		
30	12	126	LEPCHA		
31	12	192	BODO		
32	12	193	TANGKHUL		
33	12	194	JAPANESE		
34	12	195	BHUTIA		
35	12	196	SPANISH		
36	12	197	KASHMIRI		
37	12	198	MIZO		
ACAE	ACADEMIC ELECTIVES (GROUP-A)				
38	12	027	HISTORY		
39	12	028	POLITICAL SCIENCE		

				with 065/083 of Group-A			
78	12	802	INFORMATION TECHNOLOGY	Cannot be offered			
77	12	801	RETAIL				
	SKILLS ELECTIVES (GROUP-S)						
76	12	076	NATIONAL CADET CORPS (NCC)				
75	12	074	OF INDIA LEGAL STUDIES				
74	12	073	KNOWLEDGE TRADITION & PRACT				
73	12	066	ENTREPRENEURSHIP				
72	12	083	COMPUTER SCIENCE	with 802 of Group-			
71	12	065	INFORMATICS PRACTICE	Any One and Cannot be offered			
70	12	064	HOME SCIENCE				
69	12	061	KATHAKALI - DANCE				
68	12	060	MANIPURI - DANCE				
67	12	059	ODISSI - DANCE	Any One			
66	12	058	KUCHIPUDI - DANCE	1			
65	12	057	BHARATNATYAM - DANCE				
64	12	056	KATHAK - DANCE				
63	12	055	ACCOUNTANCY	_			
62	12	054	BUSINESS STUDIES	Cannot be offered with 833 of Group-S			
61	12	052	APP/COMMERCIAL ART				
60	12	051	SCULPTURE	Any One			
59	12	050	GRAPHICS				
58	12	049	PAINTING				
57	12	048	PHYSICAL EDUCATION				
56	12	046	ENGG. GRAPHICS				
55	12	045	BIOTECHNOLOGY				
54	12	044	BIOLOGY				
53	12	043	CHEMISTRY				
52	12	042	PHYSICS				
51	12	241	APPLIED MATHEMATICS	Any One			
50	12	039	MATHEMATICS				
48 49	12 12	037	PSYCHOLOGY SOCIOLOGY				
47	12	036	HIND.PER INS.				
46	12	035	HIND. MUSIC MEL INS.				
45	12	034	HIND MUSIC.VOCAL				
44	12	033	CAR. MUSIC PER INS MRIDANGAM	Any One			
43	12	032	CAR. MUSIC MEL INS				
42	12	031	CAR. MUSIC VOCAL				
41	12	030	ECONOMICS				
40	12	029	GEOGRAPHY				
		1					

The complete details of the subjects are available on the weblink:					
114	12	843	EDUCATION ARTIFICIAL INTELLIGENCE		
113	12	842	EARLY CHILDHOOD CARE &		
112	12	841	YOGA		
111	12	837	FASHION STUDIES		
110	12	836	LIBRARY & INFORMATION SCIENCE		
109	12	835	MASS MEDIA STUDIES		
108	12	834	FOOD NUTRITION & DIETETICS		
107	12	833	BUSINESS ADMINISTRATION	Cannot be offered with 054 of Group-A	
106	12	831	SALESMANSHIP		
105	12	830	DESIGN		
104	12	829	TEXTILE DESIGN		
103	12	828	MEDICAL DIAGNOSTICS		
102	12	827	AIR-CONDITIONING & REFRIGERATION		
101	12	826	SHORTHAND (HINDI)		
100	12	825	SHORTHAND (ENGLISH)		
99	12	824	OFFICE PROCEDURES & PRACTICES		
98	12	823	COST ACCOUNTING		
97	12	822	TAXATION		
96	12	821	MULTIMEDIA		
95	12	820	ELECTRONIC TECHNOLOGY		
94	12	819	ELECTRICAL TECHNOLOGY		
93	12	818	GEOSPATIAL TECHNOLOGY		
92	12	817	TYPOGRAPHY & COMPUTER APPLICATION		
91	12	816	HORTICULTURE		
90	12	814	INSURANCE		
89	12	813	HEALTH CARE		
88	12	812	MARKETING		
87	12	811	BANKING		
86	12	810	FRONT OFFICE OPERATIONS		
85	12	809	FOOD PRODUCTION		
84	12	808	AGRICULTURE		
83	12	807	BEAUTY & WELLNESS		
82	12	806	TOURISM		
81	12	805	FINANCIAL MARKETS MANAGEMENT		
80	12	804	AUTOMOTIVE		
79	12	803	WEB APPLICATION		

The complete details of the subjects are available on the weblink: <a href="https://cbseacademic.nic.in/curriculum">https://cbseacademic.nic.in/curriculum</a> 2023.html

# **ANNEXURE-K**

EXAMPLES OF SUBJECT CO	OMBINATION FOR CLASS XII					
EXAMPLES OF SUBSECT COMBINATION FOR CLASS XII						
VALID SUBJECT COMBINATIONS						
CASE 1 Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 048 Physical Education  CASE 2 Sub 1: 301 English Core Sub 2: 048 Physical Education Sub 3: 042 Physical Education Sub 3: 042 Physics Sub 4: 043 Chemistry Sub 5: 044 Biology  CASE 3 Sub1:301 English Core Sub2: 302 Hindi Core Sub3: 027 History	CASE 5 Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 041 Mathematics  CASE 6 Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 302 Hindi Core  CASE 7 Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies					
Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	Sub4: 041 Mathematics Sub5: 030 Economics					
CASE 4 Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 083 Computer Science	CASE 8 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	CASE 2 Sub 1: 301 English Core Sub 2: 041 Mathematics Sub 3: 042 Physics Sub 4: 049 Painting Sub 5: 050 Graphics					
CASE 3 Sub1: 322 Sanskrit Core Sub2: 104 Punjabi Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	CASE 4 Sub 1: 302 Hindi Core Sub 2: 002 Hindi Elective Sub 3: 041 Mathematics Sub 4: 042 Physics Sub 5: 043 Chemistry					
CASE 5 Sub 1: 302 Hindi Core Sub 2: 812 Marketing Sub 3: 816 Horticulture Sub 4: 830 Design Sub 5: 839 Applied Chemistry						

<sup>\*</sup> For concessions to CWSN Candidates, please refer to framework and significant guidelines.