



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/REGN/2022-23/

27/06/2022

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

Subject : Submission of Registration Data of Candidates for Class IX/XI, 2022-23.

Madam/Sir,

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 forthcoming 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 as **per schedule given in Annexure-A**. The registration of candidates will be done through **Pariksha Sangam** link given in **CBSE website <https://cbse.gov.in>**.

As submission of the Registration Data **by adhering to the schedule is very important**, the schools are therefore requested to plan timely submission of data of the candidates. Apart from following the schedule, it is also important that the data filled-in is absolutely correct.

Actions as given below are to be taken for registration of students on the Registration Portal: -

1. There are several important information without understanding which schools will not be able to fill-in the registration correctly. It is therefore requested that a meeting be convened by the principal with the persons/ teachers assigned the responsibility to complete the registration. In this meeting, this circular be discussed in details and after proper understanding of instructions, registration data be submitted.
2. Only those students shall be allowed to appear for **Class X and XII Board's Examinations in session 2023-24**, whose names would be submitted through the online process of submission of registration data explained in this circular.
3. **Principals/Schools should ensure that: -**
 - (a) **Students sponsored are their own regular and bonafide students only.**
 - (b) No bonafide students' name is left unregistered.
 - (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) Students are eligible for admission in Classes IX & XI and appearing in Class X and XII Board's Examinations as per provisions of Examination Bye Laws.



- (g) In case of students of Class-XI, it may be specifically ensured that:
- (i) the students have **passed and cleared all subjects/papers** of their Class-X examination and declared pass by the concerned Board.
 - (ii) 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 Boards' 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 adhered to in letter and spirit for submission of Registration Data of the 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.
 5. 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 https://www.cbse.gov.in/cbsenew/Examination_Circular/2019/5_CIRCULAR.pdf

The category of CWSN students shall be carefully selected and submitted in the Registration data 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 REGISTRATION DATA

8. Before proceeding for registration of students, existing schools shall have to update the data on OASIS & HPE Portal.
9. 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. **All 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.
12. 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. 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.
14. **Schools are requested to fill in full name of the candidate, mother, father/guardian. Abbreviations should be avoided as these may create problems for the students in future. The schools shall take all possible care to ensure that the correct name has been entered.**
15. Class IX/XI examinations have to be conducted internally by the schools.
16. 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.
17. Schools can complete the registration process by individual entry or uploading, duly filled-in, excel file provided by the online registration system.
18. 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-C**.
19. 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.
20. 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.
21. 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:
 - (a) 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.
 - (b) Disaffiliation proceedings shall be started against the school.

22. 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 registration data as per **Annexure-F** (for Class IX) and **Annexure-I** (for Class XI).
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 registration of class IX/XI to concerned Regional Office. From 2021 onwards, this practice has been done away with. Now, registration data 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.
26. No window for correction in the uploaded data will be made available. Uploading of correct data is the responsibility of the school concerned.
27. Now, for online submission of registration data, 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.
28. On-line submission shall close at 11.59 midnight on the scheduled dates. Schools are, therefore, advised to complete the online submission of registration data 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.
29. 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.
30. After submission of registration data, no request for change of subject, admission in Classes-IX and XI (except on transfer cases) and concessions for CWSN shall be considered by the Board.
31. In the event of any difficulty, concerned Regional Office may be contacted.

EFFORTS FOR CORRECT DATA

32. It has been observed that students after passing Class X and Class XII are making requests 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 available with the school, once his data has been submitted to CBSE on the registration portal. Similarly, the data of student for class-XI shall be strictly in accordance with his Class-X certificate and shall **not be changed, once his data has been submitted to CBSE on the registration portal**, without approval of CBSE.

Schools are required to brief/guide the students about the importance of correct data and precautions to be taken by them while getting themselves registered in CBSE in Class-IX. CBSE is also making efforts and several checks are incorporated in the system so that the data of all the students is absolutely correct and no request is received by the CBSE for correction of data. The measures to be taken are:

- (a) Bringing into the notice of the students that the correct data is to be provided for registration.

- (b) 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.
- (c) List of Candidates (LOC) will be based on the data provided in registration record.
- (d) Parents will sign the LOC as a confirmation of the correctness of data.
- (e) Undertaking about correctness of data on Admit Card by candidate and parent.
- (f) Parents will sign an undertaking at the back of the Class X and XII Marks Statement Cum 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. It is advisable not to give abbreviations.
- (b) May check that their data is similar in all the documents like Date of Birth Certificate, School records, Aadhar 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 first 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 given.
- (f) No salutations shall be added to the name(s)

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

- 33. 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.**
- 34. Date of Birth is correct and is as per Admission & Withdrawal Register maintained by the school.
- 35. 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:

- (a) **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 well before opening of registration portal. It is mandatory to complete/update OASIS data before opening of registration portal.

It may be noted that the restriction on the number of sections and total number of candidates shall be on the basis of the number of sections entered by the school in the OASIS before the date of opening of registration portal. The updation done after the opening of registration portal will not be reflected in the school account. Schools are therefore cautioned to update their data on the OASIS portal, especially the number of sections, before the opening date of the registration portal.

2


SYLLABUS AND SCHEME OF STUDIES

Board has prescribed scheme of studies which is available in the Curriculum on the link https://cbseacademic.nic.in/curriculum_2023.html 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,



27/6/22

(DR. SANYAM BHARDWAJ)

CONTROLLER OF EXAMINATIONS

ANNEXURE A	Fee details for registration in Class IX/XI
ANNEXURE B	Steps of online registration of students in Class IX/XI
ANNEXURE C	Steps for scanning and uploading of photographs
ANNEXURE D	Scheme of studies class IX
ANNEXURE E	Subject list for class IX
ANNEXURE F	Examples of subject combination for class IX
ANNEXURE G	Scheme of studies class XI
ANNEXURE H	Subject list for class XI
ANNEXURE I	Examples of subject combination for class XI

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

ANNEXURE-A

FEE DETAILS FOR REGISTRATION FOR CLASS IX/XI						
Fee Slab	Registration Fee to be remitted per Student in INR				Schedule for registration of Students	Schedule for Fee payment
	In India		Abroad			
	IX	XI	IX	XI		
Without late fee	300/-	300/-	500/-	600/-	01.07.2022 (Friday) to 30.09.2022 (Friday)	Date of finalization of registration data +4 days (As per illustration)
With Late fee	*2300/-	*2300/-	*2500/-	*2600/-	01.10.2022 (Saturday) to 15.10.2022 (Saturday)	Date of finalization of registration data +4 days (As per illustration)
Training Fee	Rs 10,000/-		Rs 10,000/-		--	Along with Registration Fee
Sports Fee	Rs 10,000/-		Rs 10,000/-		--	Along with Registration Fee
<i>Visually Impaired candidates are exempted from payment of registration fee for classes IX and XI.</i>						
ILLUSTRATION FOR CALCULATING LATE FEE						
<p>The date on which the data is finalized is taken for account for fee calculation</p> <p>(a) If students' details are entered and finalized on or before 26.09.2022, the school can pay the fee till 30.09.2022 without late fee. There after late fee shall be applicable.</p> <p>(b) If students' details are entered and finalized on 27.09.2022, the school can pay the fee till 01.10.2022 without late fee. There after late fee shall be applicable.</p> <p>(c) If students' details are entered and finalized on 28.09.2022, the school can pay the fee till 02.10.2022 without late fee. There after late fee shall be applicable.</p> <p>(d) If students' details are entered and finalized on 29.09.2022, the school can pay the fee till 03.10.2022 without late fee. There after late fee shall be applicable.</p> <p>(e) If students' details are entered and finalized on 30.09.2022, the school can pay the fee till 04.10.2022 without late fee. There after late fee shall be applicable.</p> <p>(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.</p> <p><i>It may be noted that if the data of registration of students is not finalized by 30/09/2022, 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.</i></p>						

FEE PAYMENT METHOD	
(A)	<p>Fees for all activities is accepted only through following digital payments modes by CBSE:-</p> <p>In India - Debit Card / Credit Card / NEFT / RTGS</p> <p>Foreign - Debit Card / Credit Card / SWIFT</p>
(B)	<p>Before payment of fee, schools can take the print of registration data in the form of check list. Once fee is paid, final list of registration data will be printed, and no correction could be made in the online or offline mode thereafter.</p>
(C)	<p>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.</p>
(D)	<p>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:-</p> <ul style="list-style-type: none"> (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	<p>During the process of Registration school will be required to update the following:-</p> <p>(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.</p> <p>(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.</p> <p>(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.</p>
2	<p>Method of Uploading individual entry and uploading Excel file in lot:</p> <p>(a) Schools having few students in class IX/XI can enter the details directly on the website by individual entry.</p> <p>(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:-</p> <ul style="list-style-type: none"> • 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/ cybercafe.
3	<p>Check List Printing of Registered Students:</p> <p>(a) Schools shall take a print of list of students submitted by choosing the option "Check list Printing of Registered Students".</p> <p>(b) The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".</p>

	<p>(c) The heading of this List will be 'CHECK LIST OF STUDENTS REGISTERED FOR CLASS...'</p> <p>(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.</p> <p>(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".</p>
4	<p>Correction of Registered List of Students: This activity has three options ADD, MODIFY, DELETE.</p> <ul style="list-style-type: none"> • 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 cannot be recovered and has to be re-entered if needed again by using ADD option. <p>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.</p>
5	<p>Finalization of Data and Fee Payment:</p> <p>(a) When all corrections including spelling mistake in candidate/mother/father name have been carried out and the list is error free, finalization of data should be done.</p> <p>(b) Finalization of data means no more correction /deletion /modification of data which have been submitted which implying thereby data submitted is final.</p> <p>(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.</p> <p>(d) A school can add and finalize students in maximum 5 lots (One lot of Excel uploading & 4 times individual online entries).</p> <p>(e) After finalization of data, the requisite fee is to be deposited electronically as per available modes of payment. Kindly refer to Fee page.</p>
6	<p>Printing of Final List of Registration of Students:</p> <p>(a) Final list cannot be generated unless fee is deposited. Schools shall take printout of Final list of registered students.</p> <p>(b) The heading of this List will be 'FINAL LIST OF STUDENTS REGISTERED FOR CLASS___'.</p> <p>(c) Once Final list is generated, no more addition, deletions or corrections can be made on this data.</p> <p>(d) The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25"</p> <p>(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.</p> <p>(f) School shall preserve the Final printout with Student's signature and photograph for school records.</p>

	<p>(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.</p> <p>(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.</p>
7	<p>CWSN AND SUBJECTS RELAXATIONS</p> <p>(a) The schools may understand the relaxations available to the CWSN candidates with respect to the choice of subjects.</p> <p>(b) The schools shall first upload the names of CWSN students with regular subjects without any relaxation. But the students shall be marked as CWSN without fail.</p> <p>(c) After uploading the data with regular students, the option of “MODIFY” in respect of CWSN students shall be used to edit the subjects of these CWSN students as per relaxations available to them before finalizing the data.</p> <p>(d) The detailed provisions of the relaxation available to the candidates with special needs are available on the below given link: https://www.cbse.gov.in/cbsenew/Examination_Circular/2019/5_CIRCULAR.pdf</p>

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 1500x1200 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 photographs 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 IX)
2022-2023**

Class IX and X is an integrated course of two years. 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:-

Subjects		Name of Subjects	
Compulsory	Subject-1	Language I (Group-L) Hindi - A or Hindi - B or English (Lang & Lit.) or English (Comm.)	
	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	
Additional Subjects 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	<u>Art Education</u> <u>Health & Physical Education</u> (Assessment and certification at school level)	

Important Instructions: -

(a)	The students who opt Mathematics-Basic (241) will have the option of taking Applied Mathematics (241) as an Elective at Class XI/Sr. Secondary though they may not be permitted to take Mathematics (041) at Sr. Secondary level. However, a student who has opted Mathematics – standard (041) can offer any one of the two available Mathematics at Sr. Secondary level.
(b)	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.
(c)	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.
(d)	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.
(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). Similarly English can also be offered at two levels English Language & Literature (184) and Communication English (101).

(f)	Students offering additional sixth skill subject can also offer an additional language III/ subject as 7 th subject.
(g)	Wherever, restriction on number of sections/candidates has been imposed by CBSE, school cannot exceed such limit of number of sections/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 http://cbseacademic.nic.in 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-E

SUBJECT LIST CLASS-IX (2022-23)				
SN	CLASS	SUB	SUBNAME	
LANGUAGE (GROUP-L)				
1	10	002	HINDI COURSE - A	Any One
2	10	085	HINDI COURSE - B	
3	10	101	ENGLISH (COMMUNICATIVE)	Any One
4	10	184	ENGLISH (LANG & LIT)	
5	10	003	URDU COURSE - A	Any One
6	10	303	URDU COURSE-B	
7	10	004	PUNJABI	
8	10	005	BENGALI	
9	10	006	TAMIL	
10	10	007	TELUGU	Any One
11	10	089	TELUGU-TELANGANA	
12	10	008	SINDHI	
13	10	009	MARATHI	
14	10	010	GUJARATI	
15	10	011	MANIPURI	
16	10	012	MALAYALAM	
17	10	013	ODIA	
18	10	014	ASSAMESE	
19	10	015	KANNADA	
20	10	016	ARABIC	
21	10	017	TIBETAN	
22	10	018	FRENCH	
23	10	020	GERMAN	
24	10	021	RUSSIAN	
25	10	023	PERSIAN	
26	10	024	NEPALI	
27	10	025	LIMBOO	
28	10	026	LEPCHA	
29	10	091	KOKBOROK	
30	10	092	BODO	
31	10	093	TANGKHUL	
32	10	094	JAPANESE	
33	10	095	BHUTIA	
34	10	096	SPANISH	
35	10	097	KASHMIRI	
36	10	098	MIZO	
37	10	099	BAHASA MELAYU	
38	10	119	SANSKRIT (COMMUNICATIVE)	Any One
39	10	122	SANSKRIT	
40	10	131	RAI	
41	10	132	GURUNG	
42	10	133	TAMANG	
43	10	134	SHERPA	

44	10	136	THAI	
COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)				
45	10	041	MATHEMATICS STANDARD	Any One
46	10	241	MATHEMATICS BASIC	
47	10	086	SCIENCE	
48	10	087	SOCIAL SCIENCE	
OTHER ACADEMIC SUBJECTS (GROUP-A2)				
49	10	031	CAR. MUSIC (VOCAL)	Any One
50	10	032	CAR. MUSIC MEL. INS.	
51	10	033	CAR. MUSIC PER. INS.	
52	10	034	HIND. MUSIC (VOCAL)	
53	10	035	HIND. MUSIC MEL. INS.	
54	10	036	HIND. MUSIC PER. INS.	
55	10	049	PAINTING	
56	10	064	HOME SCIENCE	
57	10	076	NATIONAL CADET CORPS (NCC)	
58	10	154	ELEMENTS OF BUSINESS	Any One
59	10	254	ELEMENTS OF BOOK KEEPING & ACCOUNT	
60	10	165	COMPUTER APPLICATIONS	Cannot be offered with 402/417 of Group-S
SKILL SUBJECTS (GROUP-S)				
61	10	401	RETAIL	
62	10	403	SECURITY	
63	10	402	INFORMATION TECHNOLOGY	Any One and Cannot be offered with 165 of Group-A2
64	10	417	ARTIFICIAL INTELLIGENCE	
65	10	404	AUTOMOTIVE	
66	10	405	INTRODUCTION TO FINANCIAL MARKETS	
67	10	406	INTRODUCTION TO TOURISM	
68	10	407	BEAUTY & WELLNESS	
69	10	408	AGRICULTURE	
70	10	409	FOOD PRODUCTION	
71	10	410	FRONT OFFICE OPERATIONS	
72	10	411	BANKING & INSURANCE	
73	10	412	MARKETING & SALES	
74	10	413	HEALTH CARE	
75	10	414	APPAREL	
76	10	415	MULTIMEDIA	
77	10	416	MULTI SKILL FOUNDATION COURSE	
78	10	418	PHYSICAL ACTIVITY TRAINER	
79	10	419	DATA SCIENCE	
<p>The complete details of the subjects are available on the weblink: https://cbseacademic.nic.in/curriculum_2023.html</p>				

EXAMPLES OF SUBJECT COMBINATIONS FOR CLASS IX	
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 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 INVALID	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 INVALID
CASE 2 Sub1: 018 French INVALID Sub2: 006 Tamil INVALID Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science	

SCHEME OF STUDIES SECONDARY SCHOOL EXAMINATION (CLASS XI) 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:-		
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 (To be taken by all Regular Candidates)	500 - Work Experience 502 - Health & Physical Education 503 - General Studies
Important 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)	The first 5 subjects in the chronological order of filling the subjects in the online registration system/ Mark Sheet are considered as Main subjects.	
(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, as per their requirement/rule, by the employer/institution/university according to the norms of Institution/University/Employer in which the candidate will be seeking admission/employment. CBSE does not calculate and provide the percentage.	
(e)	Only those subjects can be offered by the school to the students for which approval of CBSE has been obtained.	

(f)	Board has prescribed scheme of studies which is available in the Curriculum on the link http://cbseacademic.nic.in 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.
(g)	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.

* For concessions to CWSN Candidates, please refer to framework and significant guidelines.

SUBJECT LIST CLASS-XI (2022-23)				
LANGUAGE (GROUP-L)				
SN	CLASS	SUB	SUBNAME	
1	12	001	ENGLISH ELECTIVE	Any One
2	12	301	ENGLISH CORE	
3	12	002	HINDI ELECTIVE	Any One
4	12	302	HINDI CORE	
5	12	003	URDU ELECTIVE	Any One
6	12	303	URDU CORE	
7	12	022	SANSKRIT ELECTIVE	Any One
8	12	322	SANSKRIT CORE	
9	12	104	PUNJABI	
10	12	105	BENGALI	
11	12	106	TAMIL	
12	12	107	TELUGU	Any One
13	12	189	TELUGU TELANGANA	
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	191	KOKBOROK	
32	12	192	BODO	
33	12	193	TANGKHUL	
34	12	194	JAPANESE	
35	12	195	BHUTIA	
36	12	196	SPANISH	
37	12	197	KASHMIRI	
38	12	198	MIZO	
ACADEMIC ELECTIVES (GROUP-A)				
39	12	027	HISTORY	
40	12	028	POLITICAL SCIENCE	
41	12	029	GEOGRAPHY	
42	12	030	ECONOMICS	

43	12	031	CAR. MUSIC VOCAL	Any One
44	12	032	CAR. MUSIC MEL INS	
45	12	033	CAR. MUSIC PER INS MRIDANGAM	
46	12	034	HIND MUSIC.VOCAL	
47	12	035	HIND. MUSIC MEL INS.	
48	12	036	HIND.PER INS.	
49	12	037	PSYCHOLOGY	
50	12	039	SOCIOLOGY	
51	12	041	MATHEMATICS	Any One
52	12	241	APPLIED MATHEMATICS	
53	12	042	PHYSICS	
54	12	043	CHEMISTRY	
55	12	044	BIOLOGY	
56	12	045	BIOTECHNOLOGY	
57	12	046	ENGG. GRAPHICS	
58	12	048	PHYSICAL EDUCATION	
59	12	049	PAINTING	Any One
60	12	050	GRAPHICS	
61	12	051	SCULPTURE	
62	12	052	APP/COMMERCIAL ART	
63	12	054	BUSINESS STUDIES	Cannot be offered with 833 of Group-S
64	12	055	ACCOUNTANCY	
65	12	056	KATHAK - DANCE	Any One
66	12	057	BHARATNATYAM - DANCE	
67	12	058	KUCHIPUDI - DANCE	
68	12	059	ODISSI - DANCE	
69	12	060	MANIPURI - DANCE	
70	12	061	KATHAKALI - DANCE	
71	12	064	HOME SCIENCE	
72	12	065	INFORMATICS PRACTICE	Any One and Cannot be offered with 802 of Group-S
73	12	083	COMPUTER SCIENCE	
74	12	066	ENTREPRENEURSHIP	
75	12	073	KNOWLEDGE TRADITION & PRACT OF INDIA	
76	12	074	LEGAL STUDIES	
77	12	076	NATIONAL CADET CORPS (NCC)	
SKILLS ELECTIVES (GROUP-S)				
78	12	801	RETAIL	
79	12	802	INFORMATION TECHNOLOGY	Cannot be offered with 065/083 of Group-A
80	12	803	WEB APPLICATION	
81	12	804	AUTOMOTIVE	
82	12	805	FINANCIAL MARKETS MANAGEMENT	
83	12	806	TOURISM	

84	12	807	BEAUTY & WELLNESS	
85	12	808	AGRICULTURE	
86	12	809	FOOD PRODUCTION	
87	12	810	FRONT OFFICE OPERATIONS	
88	12	811	BANKING	
89	12	812	MARKETING	
90	12	813	HEALTH CARE	
91	12	814	INSURANCE	
92	12	816	HORTICULTURE	
93	12	817	TYPOGRAPHY & COMPUTER APPLICATION	
94	12	818	GEOSPATIAL TECHNOLOGY	
95	12	819	ELECTRICAL TECHNOLOGY	
96	12	820	ELECTRONIC TECHNOLOGY	
97	12	821	MULTIMEDIA	
98	12	822	TAXATION	
99	12	823	COST ACCOUNTING	
100	12	824	OFFICE PROCEDURES & PRACTICES	
101	12	825	SHORTHAND (ENGLISH)	
102	12	826	SHORTHAND (HINDI)	
103	12	827	AIR-CONDITIONING & REFRIGERATION	
104	12	828	MEDICAL DIAGNOSTICS	
105	12	829	TEXTILE DESIGN	
106	12	830	DESIGN	
107	12	831	SALESMANSHIP	
108	12	833	BUSINESS ADMINISTRATION	Cannot be offered with 054 of Group-A
109	12	834	FOOD NUTRITION & DIETETICS	
110	12	835	MASS MEDIA STUDIES	
111	12	836	LIBRARY & INFORMATION SCIENCE	
112	12	837	FASHION STUDIES	
113	12	841	YOGA	
114	12	842	EARLY CHILDHOOD CARE & EDUCATION	
115	12	843	ARTIFICIAL INTELLIGENCE	
116	12	844	DATA SCIENCE	
The complete details of the subjects are available on the weblink: https://cbseacademic.nic.in/curriculum_2023.html				

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

* For concessions to CWSN Candidates, please refer to framework and significant guidelines.