CBSE/Reg/112510/2019   **08th August, 2019**

To
The Principal / Head
All Schools Affiliated to CBSE

Subject: Registration of *Class IX/XI students for session 2019-2020*

Madam/Sir,

   In its efforts to streamline the processes related to examinations in a time-efficient manner by providing sufficient time for all activities in schools and in the Board, it has been decided to advance the process of Registration of Regular students of Class IX/XI. Accordingly, the process of Registration has started from **08.08.19 (Thursday)**. You can reach to link - www.cbse.nic.in/newsite/reg2019.html for registrations.

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

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

2. As per Notification No. CBSE/Rectt Cell/RO Jurisdiction/2019/2836-2935 dated 24.1.2019, the Board examinations for Class X and XII in the year 2020 will be conducted through 16 Regional Offices of the Board. This has necessitated changing school codes. New school codes have been intimated to all the schools by the concerned Regional Offices. Schools are directed to use only **new school codes** in all correspondence henceforth with the Board. Addresses of the New Regional Offices are contained in **Annexure 5**.

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

4. **Schools should ensure that: -**

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

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

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

14.2.1 **Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the board.**

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

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

14.2.4 **No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.**

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."**

5. Further, to ensure compliance of Examination and Affiliation Bye-Laws, a letter no.CBSE/CE/PS/2019 dated 08.04.2019 has been issued to the Management of the schools and the copy has been marked to the Principals. Compliance of this letter may be ensured strictly **ANNEXURE-1**.

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

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

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

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

Features of this year's Online Registration system are as under: -

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

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

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

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

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

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

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

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

9. As per Circular No. CBSE/ Dir.(Training & Skill Edu)/ 2019 dated March 09,2019 Circular No. 13/ 2019 relating to In-service Trainings of Principals and Teachers, the Board in compliance to the provisions of NCF and RTE-2009 has recently amended its affiliation Bye-laws which in addition to making a minimum of 5 days of in-service training programmes per year of teachers mandatory (chapter 16 of the affiliation byelaws), further stipulates that every School shall remit to the CBSE such fee for training of teachers and Principals as prescribed by the Board from time to time (clause 16.4.2 of the affiliation byelaws). Accordingly, each of the private independent school affiliated to CBSE is required to pay a minimum Training Development fee of Rs 10,000 (schools located in India) / Rs.50000 (schools located abroad) annually to CBSE from the session 2019-20 onwards. Online system will automatically add the sports fee with registration fee.

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

11. 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-2**. The Hardware, software and manpower requirements in schools for effective use of CBSE's IT Applications/Portals is given in **Annexure-3**.

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

    (i)   Candidates will not be allowed to appear in the examination in those subject(s) in Class X/XII and would be treated as not eligible.
    (ii) Disaffiliation proceedings shall be started against the school.

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

14. 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 4/1(for Class IX/X) and 4/2(for Class XI/XII).**   .

15. 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

16. In case of refund of payment, schools should contact the Regional Office concerned.

17. Schools are required to send the signed copy of finalized data of Registration of class IX/XI to concerned Regional Office only. Schools are advised not to send it to CBSE, Preet Vihar, Delhi. **It may be noted that data must be uploaded correctly, because from this year onwards, no updation of data from the hard copy of the Registration will be permitted by the CBSE. Uploading correct data will be the responsibility of the schools.**

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

19. In the event of any difficulty, concerned Regional Office may be contacted as per jurisdiction/contact details given in **Annexure 5**.

Efforts for correct data: -

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

CBSE has therefore decided that from the current Class IX (2019-2020) who would appear in Class X in 2021, schools should brief/guide these students about the importance of correct data and precautions to be taken by the students while getting themselves registered in CBSE in Class-IX. CBSE is also making efforts and several checks so that no request from this batch onwards is received by the CBSE for correction of data. In this regards, CBSE will be taking following measures: -

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

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

a. Students must give the expanded name of Self and Father / Mother/Guardian. No abbreviations be given.
b. May check that their data is similar in all the documents like Date of Birth Certificate, School records, Aadhaar and Passport etc.
c. Mention the name of mother and father as it is in their official/Govt record. Nick name or name through which they are known as in their family may not be mentioned.
d. They will anticipate the requirement of the surname as when visiting abroad, it may be required by the visiting country to have both name and Surname.
e. Their Date of Birth is as per Date of Birth certificate and as per school record.
f. Students should describe their name in full i.e no abbreviated form shall be accepted.

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

1. Spelling of name of student/mother/father/Guardian is correct and is as per Admission & Withdrawal Register maintained by the school. It may be ensured that **full name of the candidate/mother/father/guardian be filled to avoid corrections in the future and avoid hardship to the candidate. Abbreviations should not be used.**
2. Date of Birth is correct and is as per Admission & Withdrawal Register maintained by the school.
3. Subject combinations are correct and as per Scheme of Studies.
4. Subject codes should be chosen carefully & especially in the following subjects, codes be chosen correctly:

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

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

Submission of data in OASIS:-

1. Schools will also submit data in OASIS without any penalty till 30.9.2019.
2. After 30.09.2019, penalty as applicable in 2018 shall be imposed.

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

For any queries call at CBSE Helpline No. 1800-11-8002 between 9.30 AM - 5.30 PM on all working days.

Yours faithfully,

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

Fee Slab	Registration Fee to be remitted per Student in INR		Schedule for On-line registration of Students	Last date for receiving of duly signed copy in Regional Office
	Schools in India	Schools Abroad		
Without late fee	300/- per student	**For Class-IX** 500/- per student **For Class-XI** 600/- per student	08.08.2019 to 15-10-2019	31.10.2019
With Late fee	300/- + 2000/-* = 2300/-	**For Class-IX** 500/- + 2000/-*= 2500/- **For Class-XI** 600/- + 2000/-*= 2600/-	16.10.2019 to 31.10.2019	15.11.2019

*Late fee

- Registration and Examination fee (IX, X, XI,XII) will not be charged from visually impaired candidates.

- All Independent Schools located in India must pay Sports Fee of INR 10000/- per school per year alongwith above registration fee. Online system will automatically add the sports fee with registration fee.

- As per Circular No. CBSE/ Dir.(Training & Skill Edu)/ 2019 dated March 09,2019 Circular No. 13/ 2019 relating to In-service Trainings of Principals and Teachers, the Board in compliance to the provisions of NCF and RTE-2009 has recently amended its affiliation Bye-laws which in addition to making a minimum of 5 days of in-service training programmes per year of teachers mandatory (chapter 16 of the affiliation byelaws), further stipulates that every School shall remit to the CBSE such fee for training of teachers and Principals as prescribed by the Board from time to time (clause 16.4.2 of the affiliation byelaws). Accordingly, each of the private independent school affiliated to CBSE is required to pay a minimum Training Development fee of Rs 10,000 (schools located in India) / Rs.50000 (schools located abroad) annually to CBSE from the session 2019-20 onwards. Online system will automatically add the sports fee with registration fee.

- **Illustration for calculating Late Fee: -**

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

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

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

Fee Payment

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

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

      Foreign- Debit Card / Credit Card / SWIFT

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

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

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

    (i)   Mode of Payment
    (ii)   Fee Reference No.
    (iii)   Amount deposited
    (iv)   Date of deposit
    (v)   Branch where amount was deposited
    (vi)   Bank reference number (Transaction ID as reflected in Bank account)
    (vii)   Your contact number

STEPS IN ONLINE REGISTRATION CLASS IX/XI

1. During the process of Registration school will be required to update the following :-

    (a) Schools have to enter number of sections and number of students which should be in consonance with the information provided on OASIS. This information should be filled very carefully in OASIS as schools will not be allowed to change the declared section/strength afterwards.

    (b) School Details:
    Any correction in School details such as Principal Name, Phone Number, Experience, School website, valid Email address for future communications, Name of person(s) along with designation, authorized to submit students' details online should be updated.

    (c) Updation of Teacher Training Details:
    This option can be used to give mandatory details about the teacher training details in the schools. The details can be filled only once and hence should be done carefully. The printed hardcopy of the details should be submitted along with Final List in the concerned Regional Office.

2. Method of Uploading individual entry and uploading Excel file in lot:

    (a) Schools having few students in class IX/XI can enter the details directly on the website by individual entry.

    (b) For bulk entry, schools can optionally download the excel file by clicking the option 'Download Excel File'. Following may be kept in mind while filling data in excel file:-

    - SCHOOLS SHOULD NOT CHANGE THE FORMAT OF EXCEL FILE OTHERWISE THE STUDENTS DATA WILL NOT BE UPLOADED PROPERLY.
    - SCHOOLS CAN UPLOAD THE DATA THROUGH EXCEL FILE ONCE ONLY. SUBSEQUENT ADDITIONS, CORRECTIONS AND DELETIONS, IF ANY, SHALL HAVE TO BE MADE ONLINE ONLY.
    - The mobile number and E-Mail id on which the candidate can be contacted may be given.
    - After complete entries of the data in excel file and thorough checking, the same may be uploaded by clicking 'Upload Excel File' option. Don't FINALISE the data immediately till you Prepare a Check list and do necessary corrections.
    - The schools should tally and cross check the information submitted carefully and meticulously the details of each student enrolled as per the details available in the Admission and Withdrawal register of the School.
    - Schools are advised to be careful while entering name/Date of birth/other particulars of students.
    - Requests for correction in particulars will be entertained only in accordance with the rules notified vide Notification dated 25.06.2015.
    - The date on which the student's details are finalized shall determine the fee to be paid by the school and shall be generated automatically by the computer.

- Those having poor connectivity of internet at school are advised to download excel file and make entries in offline mode. Then a text print be taken before uploading. The excel file can be uploaded from a broadband connected computer/cyber café.

3. Check List Printing of Registered Students:

   a. Schools shall take a print of list of students submitted by choosing the option **"Check list Printing of Registered Students".**
   b. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".
   c. The heading of this List will be **'CHECK LIST OF STUDENTS REGISTERED FOR CLASS...'**
   d. The details in the list may be compared with the Original Admission and Withdrawal register. Subject Code and Subject Name offered by each student should also be checked.
   e. When all corrections including spelling mistakes have been noted down, correction have to be carried out online by choosing option **"Correction of Registered List of Students".**

4. Correction of Registered List of Students:

   This activity has three options ADD, MODIFY, DELETE.

   - **ADD** : Details of any left out students/ new students can be submitted.

   - **MODIFY**: Correction in the already submitted details of the student can be updated/ modified/corrected. The Record No. printed against the student's details is typed and the student's details shall be displayed on the screen. Required updation/ correction/ modification can be typed against the particular details.

   - **DELETE**: Already submitted details of the student can be removed from the list completely by typing the Record No. printed against the student's detail whose details are to be removed from the list. Student's details shall be displayed on the screen before deletion. Details once deleted can not be recovered and has to be re-entered if needed again by using ADD option.

   Note: Option "Checklist Printing of Registered Students" and Option "Correction of Registered List of Students" may be repeated any number of times till the list is error-free.

5. Finalization of Data and Fee Payment:

   a. When all corrections including spelling mistakes in candidate/mother/father name have been carried out and the list is error free, finalization of data should be done.
   b. Finalization of data means no more correction /deletion /modification of data which have been submitted which implying thereby data submitted is final.
   c. Even after finalization of first lot of data (excel file) addition of more students is possible in the next lot (by individual entry online) provided the date of submission of details is within the time schedule the limit of number of students informed is not reached for the new lot fee shall be as per fee schedule for that period.
   d. A school can add students in maximum 5 lots (One lot of Excel uploading & 4 times individual online entries).

e. After finalization of data, the requisite fee is to be deposited electronically as per available modes of payment. Kindly refer to Fee page.

6. Printing of Final List of Registration of Students:

a. Final list cannot be generated unless fee is deposited. Schools shall take printout of Final list of registered students.
b. The heading of this List will be **'FINAL LIST OF STUDENTS REGISTERED FOR CLASS___'**.
c. Once Final list is generated, no more addition, deletions or corrections can be made on this data.
d. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25"
e. The Schools shall firmly affix recent high contrast passport size preferably black & white photograph of the students which clearly indicates the name of the student along with the date of taking the photograph (photograph should have been taken on or after 1st April of the academic session) with gum/adhesive (not to be pinned or stapled) in the space provided against student's information and obtain signature of the student in the space earmarked for it.
f. A photocopy of the Final printout with Student's signature and photograph should be retained by the School as office copy.

7. Dispatch of Final list to CBSE Regional Office:-

a. School shall send the following to the Regional Office Concerned:-
    (i)   Final List duly signed by Principal, as prepared in para above.
    (ii) Proof of depositing the fee.

Note: A photocopy of the all documents sent to Board should be retained by the School as office copy.

b. The envelope containing the above should be sent by "SPEED POST" to the Regional officer as per address given in the list. Registration List should not be sent to CBSE, Preet Vihar, Head Office, Delhi.

c. **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.**

d. **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.**

अनीता करवल,भा.प्र.से.
अध्यक्ष
Anita Karwal, IAS
Chairperson

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/CE/PS/2019   Dated : 08.04.2019

To
The President/Secretary/Manager,
School Management,
Schools affiliated to CBSE

Subject: Strict compliance of Examination Bye-laws for admissions/candidature –
           regarding.

Dear Sir / Madam,

The Board examinations along with the School examinations are now over. The result of Board Examinations is expected in the third week of May, 2019. However, result of school examinations have been declared and based on their performance, students have been promoted to next class. Most schools have already commenced their academic session 2019-2020. This is also the time when new admissions will be done in all classes, including classes IX to XII.

You are aware that there are specific rules and regulations for the purpose of admissions in Classes IX to XII. The important provisions are as follows which are mandatory for every school to follow mutatis mutandis:-

14.2.1   Every affiliated school shall present a list of exact 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 those candidates to the Board's examination who are not on its rolls.

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

14.2.4   No affiliated school shall present those 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.

Contd......2/-

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092

"Shiksha Kendra" 2, Community Centre, Preet Vihar, Delhi - 110092
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Website: www.cbse.nic.in

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

: 2 :

It has been observed that many schools are violating the Examination Bye-laws and Affiliation Byelaws while doing admissions. As CBSE is responsible for imparting quality education and the act of a school disobeying the Examination Bye-laws and/or Affiliation Byelaws is totally in contradiction to the pursuit of quality of education, hence CBSE has been taking strict measures and actions against such schools. Recently 35 candidates of an unaffiliated school which were proposed to be routed through some other school were denied candidature and appearance in Class X Board Examination, and thereafter Hon'ble High Court Punjab and Haryana at Chandigarh was pleased to decide the petition of the said school in favour of CBSE.

Any such act by the school which is contrary to the provisions of the Examination Bye-laws amounts to playing with the life of the young citizens. The Board is of the view that the Management and the School who indulge in such acts are directly responsible for it. CBSE will deal very strictly and speedily with such acts of the schools and Management. In addition to imposing all or any of the penalties mentioned in clauses 12.1.1 to 12.1.9 of the Affiliation Byelaws, 2018, on any school, the Board shall be constrained to take appropriate legal action and may also resort to publishing their name to make the public aware of such schools.

In this backdrop, if you intend to provide admissions in Classes IX to XII in the current session, you are requested to follow the Examination and Affiliation Bye-laws completely to avoid any complications thereafter.

The actions that you will take for abiding by all rules/byelaws/guidelines/directions of the Board, shall go a long way in the imparting of quality education and also in eliminating malpractices from the arena of school education.
I look forward for your cooperation and compliance.

Yours faithfully
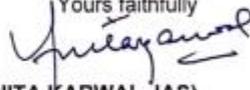
(ANITA KARWAL, IAS)
CHAIRPERSON

STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

PHOTO TYPE

SUNITA SHARMA

- Photo should be in full colour and of high quality to avoid any visible pixels.

- Photo must be taken in the last 6 months.

- Head should be positioned directly facing camera, centered and compose **80% of image**. Photo should capture from slightly above top of hair to middle of chest.

- Have a natural expression - smiling is allowed.

- Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.

- Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.

- The individual's full face must be clearly visible.

METHOD OF UPLOADING PHOTOGRAPH

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

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

1. Single Photo Scanning Method

   i)   Scan the photograph of the candidate and save it as a jpg file

   ii)   Please ensure that the size of the photo is passport size within 40 kb limit

   iii)   Save the photograph with registration number of the candidate

   iv)   Collect all photographs in one folder

   v)   Got to CBSE website and login in Registration/LOC portal

   vi)   Go to photo upload option

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

   viii) Click on the browse button provided against each candidate

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

x) Repeat the above step until all photos are upload

2. **Multiple Photo Scanning Method**

i) Ensure that all photos are of the same size

ii) Draw boxes (for 04 or 05 photos in a row) on the plain paper and paste photos in the boxes and scan the page.

iii) Now open the scanned jpg file in Photoshop/paint or any image editing software

iv) Resize the complete image to 1500×1200 pixels

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

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

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

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

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

x) Go to photo upload option

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

xii) Click on the browse button provided against each candidate

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

xiv) Repeat the above step until all photos are uploaded

Note:-

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

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

iii) Photos can be changed until date is finalised

iv) After finalisation photos cannot be change

HARDWARE, SOFTWARE AND MANPOWER REQUIREMENTS IN SCHOOLS FOR EFFECTIVE USE OF CBSE IT APPLICATIONS/PORTALS			
	SOFTWARE REQUIREMENTS	**HARDWARE REQUIREMENTS**	**MANPOWER REQUIREMENTS**
OASIS	• WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) • MICROSOFT EXCEL (PREFERABLY 2010 OF HIGHER VERSION)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & GEO-TAGGING
HPE	• WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP)	• PERSON WITH KNOWLEDGE OF COMPUTERS
REGISTRATION	• WEB BROWSER (PREFERABLY CHROME LATEST VERSION) • MICROSOFT EXCEL (PREFERABLY 2010 OF HIGHER VERSION) • PHOTOSHOPS FOR CROPPING OF PHOTOS (IF REQUIRED)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING

LOC	• MICROSOFT EXCEL (PREFERABLY 2010 OR HIGHER VERSION) • PHOTOSHOPS FOR CROPPING OF PHOTOS (IF REQUIRED)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING

	SOFTWARE REQUIREMENTS	**HARDWARE REQUIREMENTS**	**MANPOWER REQUIREMENTS**
HERITAGE QUIZE: Stage 1- Registration	• WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/WIFI DONGLE) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
HERITAGE QUIZ: Stage 2- Registration	• WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	• COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVIY (BROADBAND/LEASE LINE/WIFI DONGLE) • UPS (IN CASE OF DESKTOP)	• PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
SCIENCE EXHIBITION	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH ATLEAST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o UPS(IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTERS

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
KNOW YOUR APTITUDE APTITUDE (KYA)	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH ATLEAST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASER PRINTERS FOR MAKING MULTIPLE COPIES OF APTITUDE TEST o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
OSAMS	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o SCANNER (FOR SCANNING DOCUMENTS TO UPLOAD) o PRINTER (FOR PRINTING HARD COPY OF DOCUMENTS) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTERS & SCANNING
ADHYAPAK (Examiners Data Bank)	o WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o UPS(IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTERS

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
e-IG	o WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) o MICROSOFT EXCEL (PREFERABLE 2010 OR HIGHER VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASSER PRINTER (FOR PRINTING HARD COPY OF GRADE LIST) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
IAPX	o WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) o MICROSOFT EXCEL (PREFERABLE 2010 OR HIGHER VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
e-PARC	o WEB BROWSER (PREFERRABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o SCANNER FOR SCANNING CANDIDATES PHOTOS) o LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) o UPS(IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTERS & SCANNING

e-THEORY	o WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) o MICROSOFT EXCEL (PREFERABLY 2010 OR HIGHER VERSION)	o COMPUTER/LAPTOP WITH AT LEST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASER PRINTERS FOR MAKING MULTIPLE COPIES OF APTITUDE TEST o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
e-PARKIKSHA	WEB BROWSER (PREFERABLY CHROME LATEST VERSION)	o COMPUTER/LAPTOP WITH ATLEAST 2GB RAM o GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) o LASER PRINTER (FOR PRINTING HARD COPY OF CANDIDATE LIST, ADMIT CARDS AND ATTENDANCE SHEETS ETC.) o UPS (IN CASE OF DESKTOP)	o PERSON WITH GOOD KNOWLEDGE OF COMPUTER

SUBJECT COMBINATIONS TO BE SELECTED FOR
CLASS IX (2019-2020) & X (2020-2021)

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

Scheme of Studies – Secondary School Examination for academic session
Class IX 2019-2020 and Class X 2020-2021

Students can offer minimum 5 and more subjects. They need to continue same subjects in class X also. Subjects can be offered as under:

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

* subsumed in Health and Physical Education

Important Instructions:-

1. It is expected that all the students would have studied three languages up to class VIII. Those students who could not clear the third language in class VIII and have been promoted to class IX, shall be examined by the concerned schools at the end of Class IX in the same syllabus and textbooks as prescribed for class VIII. Those who are still unable to clear the third language at the end of class IX may be given another opportunity in class X. No student shall be eligible to appear in the Secondary School Examination of the Board at the end of class X unless she/he has passed

in the third language.

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

3. No student shall be eligible to appear in the Secondary School Examination of the Board at the end of class X unless she/he has passed in the third language.

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

5. Students offering additional sixth skill subject may also offer an additional language III/subject as seventh subject.

6. Computer Application (Code 165), Information Technology (Code 402) and Artificial Intelligence (code 417) cannot be taken together.

7. For Skill subjects, only those subjects can be offered for which permission has been given by the Department of Skill Education, CBSE.

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

9. 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.

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

11. If there is a violation of scheme of study the data filled through EXCEL file will show error on server after uploading the filled excel file. The error will be rectified only after choosing correct subject combinations.

Subject Code list and Subject Name for academic session
Class IX 2019-2020 and Class X 2020-2021

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

COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)	
CODE	**NAME**
041	MATHEMATICS
086	SCIENCE
087	SOCIAL SCIENCE

OTHER ACADEMIC SUBJECTS (GROUP- A2)	
031	CAR. MUSIC (VOCAL) ⎤
032	CAR. MUSIC MEL. INS.
033	CAR. MUSIC PER. INS
034	HIND. MUSIC (VOCAL) ⎬ ANY ONE
035	HIND. MUSIC MEL. INS.
036	HIND. MUSIC PER. INS. ⎦
049	PAINTING
064	HOME SCIENCE
076	NATIONAL CADET CORPS (NCC)
165	*COMPUTER APPLICATIONS
154	ELEM. OF BUSINESS
254	ELEM BOOK-K & ACCY

SKILL SUBJECTS (GROUP-S) (ANY ONE)	
401	RETAILING
402	*INFORMATION TECHNOLOGY
403	SECURITY
404	AUTOMOTIVE
405	INTRODUCTION TO FINANCIAL MARKETS
406	INTRODUCTION TO TOURISM
407	BEAUTY & WELLNESS
408	AGRICULTURE
409	FOOD PRODUCTION
410	FRONT OFFICE OPERATIONS
411	BANKING & INSURANCE
412	MARKETING & SALES
413	HEALTH CARE
414	APPAREL
415	MEDIA
416	MULTI SKILL FOUNDATION COURSE

122	SANSKRIT		417	*ARTIFICIAL INTELLIGENCE
131	RAI			
132	GURUNG			
133	TAMANG			
134	SHERPA			
136	THAI			

*ANY ONE OF THE FOLLOWING CAN BE TAKEN:

Code 165 - COMPUTER APPLICATIONS (from Group A2)
OR
Code 402 - INFORMATION TECHNOLOGY (from Group S)
OR
Code 417 - ATIFICIAL INTELLIGENCE (from Group S)

**SUBJECT COMBINATIONS TO BE SELECTED FOR
CLASS XI (2019-2020) & XII (2020-2021)**

Class XI and XII is an integrated course. Students need to take only those subjects in class XI which he/she intends to continue in CLASS-XII

Scheme of Studies – Senior School Certificate Examination for academic session Class XI 2019-20 and Class XII 2020-2021

Students can offer minimum 5 and more subjects. They need to continue same subjects in class XII also. Subjects can be offered as under:

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

Important Instructions:-

(a) Hindi or English must be one of the two languages to be studied in class XI and XII. Hindi and English can also be offered simultaneously. In Hindi and English two courses have been provided for class XI and XII keeping in view the varying backgrounds of the students and a student may either opt for Hindi Elective (Code 002) or Hindi Core (Code 302) and English Elective (Code-001) or English Core (Code -301). However, same language cannot be offered both at Core and Elective levels.

(b) Following combinations cannot be taken together;

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

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

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

  (iv)   Out of five Computer Science/IT related subjects i.e. Informatics Practice (Code 265) old course, Informatics Practice (Code 065) new course, Computer Science (Code 283) old course, Computer Science (Code 083) new course, Information Technology (Code 802) a candidate can only opt for one subject.

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

  (vi)   Accountancy (Code 055) and Cost Accounting (Code 823) cannot be taken together

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

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

(e) Candidates who select 5/6 subjects in Class XI and may want to change/ add/delete the subject(s) in Class XII due to academic reasons/medical reasons, have the provision of changing/adding/deleting subjects when in Class XII. However, all such requests should be taken by the schools referred to the concerned Regional Office of CBSE by the respective school before 31st August of that academic year. The schools are expected to ensure the correctness of the subjects offered by the students and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respects.

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

(g) **For details please refer to Curriculum available on the website www.cbse.nic.in**

(h) Board is extending several exemptions/concessions to candidates with disabilities as defined in the "The Rights of Persons with Disabilities Act 2016". In this context, Notification No. CBSE/Coord/112233/2019 dated 12.04.2019 issued by the Board, may please be referred to.

EXAMPLES OF SUBJECT COMBINATION FOR CLASS XI/XII (SESSION 2018 – 2020)

VALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 048 Physical Education	**CASE 6** Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 041 Mathematics
CASE 2 Sub 1: 301 English Core Sub 2: 048 Physical Education Sub 3: 042 Physics Sub 4: 043 Chemistry Sub 5: 044 Biology	**CASE 7** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 302 Hindi Core
CASE 3 Sub1:301 English Core Sub2: 302 Hindi Core Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	**CASE 8** Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 044 Biology
CASE 4 Sub1: 002 Hindi Elective Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 048 Physical Education	**CASE 9** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 041 Mathematics Sub5: 030 Economics
CASE 5 Sub1: 301 English Core Sub3: 041 Mathematics Sub4: 042 Physics Sub5: 043 Chemistry Sub6: 083 Computer Science	**CASE 10** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 065 Informatics Prac.
INVALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 042 Physics Sub3: 043 Chemistry Sub4: 065 Informatics Prac. ⎱ 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 ⎰
CASE 3 Sub1: 322 Sanskrit Core ⎱ **INVALID** Sub2: 104 Punjabi ⎰ Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	**CASE 4** 302 : Hindi Core ⎱ 002 : Hindi Elective ⎰ **INVALID** 041 : Maths 042 : Physics 043 : Chemistry

CASE 5 302 : Hindi Core ⎫ 812 : Marketing ⎪ 816 : Horticulture ⎬ **INVALID** 830 : Design ⎪ 839 : Applied Chemistry ⎭	

* For PWD Candidates, please refer to notification.

Subject Code and Subject Name for Senior School Certificate Examination for academic session Class XI 2019-20 and Class XII 2020-2021

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

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

SKILL SUBJECTS (GROUP-S)			
CODE	NAME	CODE	NAME
801	Retail	822	Taxation
802	Information Technology	823	Cost Accounting
803	Web Application	824	Office Procedures & Practices
804	Automotive	825	Shorthand (English)
805	Financial Markets Management	826	Shorthand (Hindi)
806	Tourism	827	Air-Conditioning & Refrigeration
807	Beauty & Wellness	828	Medical Diagnostics
808	Agriculture	829	Textile Design
809	Food Production	830	Design
810	Front Office Operations	831	Salesmanship
811	Banking	832	Music Production
812	Marketing	833	Business Administration
813	Health Care	834	Food Nutrition & Dietetics
814	Insurance	835	Mass Media Studies
815	X-Ray Technician	836	Library & Information Science
816	Horticulture	837	Fashion Studies
817	Typography & Computer Application	838	Applied Physics
818	Geospatial Technology	839	Applied Chemistry
819	Electrical Technology	840	Applied Mathematics
820	Electronic Technology	841	Yoga
821	Media	842	Early Childhood Care & Education

FOR ANY QUERY OR HELP CONTACT FOLLOWING DURING OFFICE HOURS

Regional Office.	Jurisdiction of Regional Offices	For any technical query regarding Online submission	For any examination related query
Regional Office – East Delhi Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092	East Delhi, South East Delhi, South Delhi, South West Delhi New Delhi, Shahdara and Foreign School	rodlicu@gmail.com Tel:011-22236195 011-22236180	Tel:011-22236195
Regional Office - Chennai Central Board of Secondary Education, Plot No. 1630 A, "J" Block, 16th Main Road Anna Nagar West, Chennai-600040 Tamil Nadu	Andhra Pradesh, Tamil Nadu, Telangana, Puducherry and Andaman & Nicobar Islands.	rochennai@cbse.gov.in Tel.044-26164608, 044-26162264 Fax: 044-26162212	rochennai.cbse@gmail.com Tel.: 044-26164608
Regional Office - Thiruvananthapuram Central Board of Secondary Education, Block-B, 2nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram – 695004 Kerala	Kerala and Lakshadweep	rotrivandrum.cbse@nic.in Tel:0471-2534404 0471-2534496 Fax:0471-2534406	examcbse.tvm@gmail.com Tel: 0471-2987403
Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Nr Sankardev Kalakshetra), Panjabari, Guwahati-781037, Assam	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura	roguwahati.cbse@nic.in Tel:03612334661 (Direct) EPABX NO.: 0361-2331995, EXT.- 30 Fax No.: 0361-2330992	roguwahati.cbse@nic.in Tel: 0361 - 331995
Regional Office-Ajmer Central Board of Secondary Education, Todarmal Marg, Ajmer-305 030 Rajasthan	Gujarat and Rajasthan	roajmer.cbse@nic.in Tel:0145-2634114 011-2634119-(IX/XI Registration Queries) 011-2634118 (Class X LOC Queries) 011-2634117 (Class XII LOC Queries) Fax:0145-2421543	roajmer.cbse@ nic.in Tel:0145-2634114 Fax-0145-2421543

Regional Office-Panchkula Central Board of Secondary Education, Sector- 5 , Panchkula – 134152 Haryana	Haryana and Himachal Pradesh	ropanchkula.cbse@ nic.in Tel:0172-2585193 0172-2583547 0172-2585577 Fax:0172-2585163	Tel:0172-2521503 0172-2521507
Regional Office – Prayagraj(Allahabad) Central Board of Secondary Education, 35 B, Civil Lines, M.G. Marg , Allahabad(Prayagraj)-211 001, Uttar Pradesh	Districts of Uttar Pradesh – Ambedkar Nagar, Amethi, Auraiya, Ayodhya, Azamgarh, Bahraich, Ballia, Balrampur, Banda, Barabanki, Basti, Bhadohi, Chandauli, Chitrakoot, Deoria, Etawah, Farukkhabad, Fatehpur, Ghazipur, Gonda, Gorakhpur, Hamirpur, Hardoi, Jalaun, Jaunpur, Jhansi, Kannauj, Kanpur Dehat, Kanpur Nagar, Kaushambi, Kushi Nagar, Lakhimpur Kheri, Lalitpur, Lucknow, Maharajganj, Mahoba, Mau, Mirzapur, Pratapgarh, Prayagraj, Raebareli, Sant Kabir Nagar, Shravasti Siddharth Nagar, Sitapur, Sonbhadra, Sultanpur, Unnao, Varanasi	roallahabad.cbse@nic. in DIRECT LINE : 0532 – 2400434 EPABX LINE : 0532-2407970-72 WITH EXTN – 116 (COMPUTER CELL) Fax:0532-2408977	roallahabad.cbse @ nic.in Tel:0532-2407970-72
Regional Office-Dehradun Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand	Uttarakhand and Districts of Uttar Pradesh - Badaun, Bijnour, J.P.Nagar/ Amroha, Moradabad, Muzaffarnagar, Rampur, Saharanpur and Sambhal	roddn.cbse@nic.in Tel: 0135-2757744, 0135-2753250 (Extension-205) 0135-2753251, 0135-2753248 Mob No. 7579214383- Helpline	Tel:0135-2757744
Regional Office-Bhubaneswar Central Board of Secondary Education, Plot No. 4, Sailshree Vihar, Chandrshekharpur, Bhubneshwar-751021 Odisha	Chhattisgarh, Odisha and West Bengal	rocbsebbsr@rediffmail .com robhubaneshwar.cbse@nic.i n Tel:0674-2548426, 0674-2542312, 0674-2548212(Extn 129), FAX:-0674-2547312, Helpline Mobile No.-9853246315	Tel:0674-2721712
Regional Office-Patna Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, BaileyRoad, Patna-800014, Bihar	Bihar and Jharkhand	ropatna.cbse@nic.in Tel:0612-2295048, 0612-2295008, 0612-2295080	ropatna.cbse@nic. in ropatna.cbse@gm ail.com Ph No. 0612-2295048, Ext. 24

Regional Office-Bengaluru Central Board of Secondary Education Degree College Building No. 57, Heserghatta Main Road, Near Sapthagiri Hospital, Chimney Hills, Chikkabanavara, **Bengaluru - 560090**	Karnataka	cbserobng@gmail.com robengaluru.cbse@nic.in Tel. : 9188381977	cbserobng@gmail.com Tel. : 9188381977
Regional Office-Bhopal Central Board of Secondary Education Shree Bhavan's Bharti Public Plot No-46/2, Kerwa Dam Road **Bhopal (M.P) 462044**	Madhya Pradesh	robhopal.cbse@gmail.com Tel.: 07879386360	robhopal.cbse@gmail.com Tel.: 07879386360
Regional Office-Chandigarh Central Board of Secondary Education **Chandigarh**	Jammu & Kashmir, Punjab And U.T. of Chandigarh	rochandigarh.cbse@gmail.com Tel. : 7814277267	Address will be intimated Shortly
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Regional Office-Pune Central Board of Secondary Education C Wing 316/A Shoppers Orbit Vishrantwadi **Pune** **(Maharashtra) 411015**	Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli	ropune.cbse@gmail.com Tel.: 020-46917171 020- 46917100	ropune.cbse@gmail.com Tel.: 020- 46917171 020- 46917100