CBSE/LOC/2021/   **16th September, 2021**

To,
The Principal/Head,
All Schools affiliated to CBSE

Subject : Submission of List of Candidates (LOC) for Class X/XII Examination, 2021-22.

Madam/Sir,

This is in continuation to the letter no. CE/CBSE/LOC/2021 dated August 16, 2021 wherein schools were instructed to make the preparations for submission of LOC for examination-2021-2022. Accordingly, activity of collection of data of eligible candidates through LOC is being made available from 17th September, 2021. Submission of LOC shall be done through e-Pariksha link given in **CBSE website https://cbse.gov.in.**

As timely submission of the **LOC as per schedule is very important this year because Term-1 exams will be conducted in November/December,2021,** hence, schools are requested to plan timely submission of data of the candidates. It will also be ensured that data filled in is correct.

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

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

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

> **Schools should sponsor only their own candidates.**

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

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

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

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

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

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

14.2.5   Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.

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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."

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

4. 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.

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

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

Features of Online submission of LOC are: -

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

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

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

4. **New Schools have to:-**
   (i)   first enter the information on the OASIS portal
   (ii)   thereafter, they will submit the data on HPE portal.
   (iii)   after completing activity (i) & (ii), they can submit LOC data.

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

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

7. Schools will be able to finalize LOC data only when they have first submitted data on HPE portal. Link of HPE portal is available on CBSE website. A confirmation number will be generated after successful filling of data on HPE portal. Schools are requested to keep this confirmation number safely for future reference.

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

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

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

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

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

13. Many 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.

14. As per new affiliation 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.

15. 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.

16. Board has prescribed scheme of studies which is available in the Curriculum on the link http://cbseacademic.nic.in/curriculum_2022.html for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.

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

18. 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.

19. In case of refund of payment/fee, CBSE will shortly issue a long term policy to avoid delay in refund.

20. In earlier years, schools were required to send the signed copy of finalized data of LOC of class X/XII to concerned Regional Office. From 2021 onwards, this practice has been done away with. Now LOC will be uploaded on the system provided with the E-signature linked with Aadhaar of the Principal. It may be ensured that data uploaded is fully correct. No updation of data will be permitted by the CBSE after its final submission.

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

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

23. Now, for online submission of LOC, about 2 weeks' time is being given. Schools may upload the data as per their convenience but within 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 alongwith the fee. No change will be allowed after submission of data.

24. On-line submission shall close at **11.59 midnight** on the designated dates. Schools are, therefore, advised to complete the online submission of LOC well in time to avoid the possibility of slow connection/failure to connect to server on account of heavy load on internet on the penultimate day or because of any other basis.

25. 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.

26. **After submission of LOC, no request for change of subject, admission in Classes-X and XII (except on transfer cases) and concessions for CWSN shall be considered by the Board.**

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

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

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

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

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

4. Subject codes should be chosen carefully & especially in the following subjects, codes be chosen correctly:
   (i)   **In Class - X :** Hindi – A (002), Hindi – B(085), Urdu A(003), Urdu B(303), Mathematics Standard(041), Mathematics Basic(241).
   (ii) **In Class – XII :** Hindi Core(302), Hindi Elective(002), English Core(301), English Elective (001), Sanskrit Core(322), Sanskrit Elective(022), Urdu Core(303), Urdu Elective(003).

Submission of data in OASIS:-

Schools will also submit data in OASIS as per past practice, till **29.09.2021.**

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

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

Yours faithfully,

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

Class X

Fee Slab	Fee to be remitted per Student in INR		Schedule for On-line submission of LOC	Schedule for payment of fee	Remarks
	Schools in India	Schools outside India			
With Normal Fee	Rs.1500/- per candidate for 05 subjects	Rs.10,000/- per candidate for 05 subjects	17.09.2021 To 30.09.2021	17.09.2021 To 01.10.2021	LOC WILL BE SUBMITTED ONLINE ONLY. NO HARD COPY IS TO BE SENT TO CBSE.
	Rs.1200/- per candidate for 05 subjects for SC/ST candidates of Government Schools of Delhi				
	Rs.300/- For Additional/ Optional Subject per candidate	Rs.2000/- For Additional/ Optional Subject per candidate			
With Late Fee	Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)		01.10.2021 To 09.10.2021	01.10.2021 To 10.10.2021	
Migration Certificate	Rs. 350/- per candidate				

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

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

(i) If students' details are entered and finalise on or before 30.09.2021 and fee remitted on or before 01.10.2021 then NO late fee shall be applicable.

(ii) If students' details are entered on or **before** 30.09.2021 and finalization of data is done **after** 30.09.2021 then late fee shall be applicable.

(iii) If students' details are entered and finalise on or before 30.09.2021 and fee is remitted after 01.10.2021 then also late fee shall be applicable.

Class XII

Fee Slab	Fee to be remitted per Student in INR		Schedule for On-line submission of LOC	Schedule for payment of fee	Remarks
	Schools in India	Schools outside India			
Without late fee	Rs.1500/- per candidate for 05 subjects	Rs.10,000/- per candidate for 05 subjects	17.09.2021 To 30.09.2021	17.09.2021 To 01.10.2021	LOC WILL BE SUBMITTED ONLINE ONLY. NO HARD COPY IS TO BE SENT TO CBSE.
	Rs.1200/- per candidate for 05 subjects for SC/ ST candidates of Government Schools of Delhi				
	Rs.300/- per subject For Additional/ Optional Subject per candidate	Rs.2000/- per subject For Additional/ Optional Subject per candidate			
Practical Fee	Rs. 150/- for each Practical Subject per candidate	Rs.350/- for each Practical subject per candidate			
With Late fee	Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)		01.10.2021 To 09.10.2021	01.10.2021 To 10.10.2021	
Migration Certificate	Rs. 350/- per candidate				

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

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

(i)   If students' details are entered and finalise on or before 30.09.2021 and fee remitted on or before 01.10.2021 then NO late fee shall be applicable.

(ii)   If students' details are entered on or **before** 30.09.2021 and finalization of data is done **after** 30.09.2021 then late fee shall be applicable.

(iii)   If students' details are entered and finalise on or before 30.09.2021 and fee is remitted after 01.10.2021 then also 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

      (iv) Branch where amount was deposited

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

      (vi) Your contact number

STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

PHOTO TYPE

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

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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 finalized
iv) After finalization photos cannot be change

SCHEME OF STUDIES

SECONDARY SCHOOL EXAMINATION (CLASS X) FOR ACADEMIC SESSION 2021-2022

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

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

Important Instructions: -

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

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

(c) It is expected that all the students would have studied three languages up to class VIII. Those students who could not clear the third language in class VIII and have been promoted to class IX, shall be examined by the concerned schools at the end of Class IX in the same syllabus

and textbooks as are prescribed for class VIII. Those who are still unable to clear the third language at the end of class IX may be given another opportunity in class X.

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

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

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

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

(h) Board has prescribed scheme of studies which is available in the Curriculum on the link **http://cbseacademic.nic.in/curriculum_2022.html** for Secondary and Senior Secondary classes. Schools are required to offer the subjects (subject to permission by the Board) in adherence with the Scheme of Studies only.

(i) 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.gov.in/newsite/attach/CWSN%20April%202019.pdf.

(j) 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.

(k) 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.

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

EXAMPLES OF SUBJECT COMBINATION FOR CLASS X

VALID SUBJECT COMBINATIONS

CASE 1	CASE 2
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	Sub1: 184 English Language & Lit. Sub2: 002 Hindi Course-A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub7: 122 Sanskrit
CASE 3	**CASE 4**
Sub1: 002 Hindi Course-A Sub2: 009 Marathi Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 403 Security Sub7: 004 Punjabi	Sub1: 184 English Lang & Lit Sub2: 006 Tamil Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science
CASE 5	
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	CASE 2
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**	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 3	
Sub1: 018 French ⎤ Sub2: 006 Tamil ⎦ **INVALID** Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science	

CLASS X SUBJECT CODE AND SUBJECT NAME LIST FOR ACADEMIC SESSION 2021–2022

LANGUAGE (GROUP- L)

CODE	NAME	
002	HINDI COURSE-A	ANY
085	HINDI COURSE-B	ONE
184	ENGLISH LANG & LIT.	
003	URDU COURSE-A	ANY
303	URDU COURSE-B	ONE
004	PUNJABI	
005	BENGALI	
006	TAMIL	
007	TELUGU	ANY
089	TELUGU TELANGANA	ONE
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	
092	BODO	
093	TANGKHUL	
094	JAPANESE	
095	BHUTIA	
096	SPANISH	
097	KASHMIRI	
098	MIZO	
099	BAHASA MELAYU	
122	SANSKRIT	
131	RAI	
132	GURUNG	
133	TAMANG	
134	SHERPA	
136	THAI	

COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)

CODE	NAME	
041	MATHEMATICS STANDARD	ANY
241	MATHEMATICS BASIC	ONE
086	SCIENCE	
087	SOCIAL SCIENCE	

OTHER ACADEMIC SUBJECTS (GROUP-A2)

CODE	NAME	
031	CAR. MUSIC (VOCAL)	
032	CAR. MUSIC MEL.INS	
033	CAR. MUSIC PER. INS	ANY
034	HIND. MUSIC (VOCAL)	ONE
035	HIND. MUSIC MEL.INS	
036	HIND. MUSIC PER. INS	
049	PAINTING	
064	HOME SCIENCE	
076	NATIONAL CADET CORPS (NCC)	
154	ELEM. OF BUSINESS	ANY
254	ELEM. BOOK-K & ACCY	ONE
165	COMPUTER APPLICATIONS	

SKILL SUBJECTS (GROUP-S) (ANY ONE)

CODE	NAME
401	RETAILING
402	INFORMATION TECHNOLOGY
403	SECURITY
404	AUTOMOTIVE
405	INTRODUCTION TO FINANCIAL MARKETS
406	INTRODUCTION TO TOURISM
407	BEAUTY & WELLNESS
408	AGRICULTURE
409	FOOD PRODUCTION
410	FRONT OFFICE OPERATIONS
411	BANKING & INSURANCE
412	MARKETING & SALES
413	HEALTH CARE
414	APPAREL
415	MULTI MEDIA
416	MULTI SKILL FOUNDATION COURSE
417	ARTIFICIAL INTELLIGENCE
418	PHYSICAL ACTIVITY TRAINER (New)

SCHEME OF STUDIES

SENIOR SCHOOL CERTIFICATE EXAMINATION (CLASS XII) FOR ACADEMIC SESSION 2021-2022

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

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

GENERAL INSTRUCTIONS

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

b.   Following combinations cannot be taken together;

(i)   Out of the following three Computer Science/IT related subjects, a candidate can only opt for one subject: -
   (a)   Informatics Practice (Code 065),
   (b)   Computer Science (Code 083),
   (c)   Information Technology (Code 802)

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

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

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

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

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

g. For details please refer to Curriculum on link http://cbseacademic.nic.in/curriculum_2022.html.

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

EXAMPLES OF SUBJECT COMBINATION FOR CLASS XII

VALID SUBJECT COMBINATIONS

CASE 1	CASE 6
Sub1: 301 English Core	Sub1: 301 English Core
Sub2: 041 Mathematics	Sub2: 302 Hindi Core
Sub3: 042 Physics	Sub3: 042 Physics
Sub4: 043 Chemistry	Sub4: 043 Chemistry
Sub5: 048 Physical Education	Sub5: 041 Mathematics

CASE 2	CASE 7
Sub 1: 301 English Core	Sub1: 301 English Core
Sub 2: 048 Physical Education	Sub2: 055 Accountancy
Sub 3: 042 Physics	Sub3: 054 Business Studies
Sub 4: 043 Chemistry	Sub4: 030 Economics
Sub 5: 044 Biology	Sub5: 302 Hindi Core

CASE 3	CASE 8
Sub1:301 English Core	Sub1: 301 English Core
Sub2: 302 Hindi Core	Sub2: 302 Hindi Core
Sub3: 027 History	Sub3: 042 Physics
Sub4: 029 Geography	Sub4: 043 Chemistry
Sub5: 028 Political Science	Sub5: 044 Biology
Sub6: 039 Sociology	

CASE 4	CASE 9
Sub1: 002 Hindi Elective	Sub1: 301 English Core
Sub2: 055 Accountancy	Sub2: 055 Accountancy
Sub3: 054 Business Studies	Sub3: 054 Business Studies
Sub4: 030 Economics	Sub4: 041 Mathematics
Sub5: 048 Physical Education	Sub5: 030 Economics

CASE 5	CASE 10
Sub1: 301 English Core	Sub1: 301 English Core
Sub3: 041 Mathematics	Sub2: 055 Accountancy
Sub4: 042 Physics	Sub3: 054 Business Studies
Sub5: 043 Chemistry	Sub4: 030 Economics
Sub6: 083 Computer Science	Sub5: 065 Informatics Practice

INVALID SUBJECT COMBINATIONS

CASE 1	CASE 2
Sub1: 301 English Core	Sub 1: 301 English Core
Sub2: 042 Physics	Sub 2: 041 Mathematics
Sub3: 043 Chemistry	Sub 3: 042 Physics
Sub4: 065 Informatics Practice ⎤	Sub 4: 049 Painting ⎤
Sub5: 083 Computer Science ⎦ **INVALID**	Sub 5: 050 Graphics ⎦ **INVALID**

CASE 3	CASE 4
Sub1: 322 Sanskrit Core ⎤	Sub 1 : 302 Hindi Core
Sub2: 104 Punjabi ⎦ **INVALID**	Sub 2 : 002 Hindi Elective ⎤
Sub3: 027 History	Sub 3 : 041 Mathematics ⎦ **INVALID**
Sub4: 029 Geography	Sub 4 : 042 Physics
Sub5: 028 Political Science	Sub 5 : 043 Chemistry
Sub6: 039 Sociology	

CASE 5	
Sub 1 : 302 Hindi Core	
Sub 2 : 812 Marketing	
Sub 3 : 816 Horticulture ⎤ **INVALID**	
Sub 4 : 830 Design	
Sub 5 : 839 Applied Chemistry ⎦	

* For PWD Candidates, please refer to notification.

CLASS XII SUBJECT CODE AND SUBJECT NAME LIST FOR ACADEMIC SESSION 2021-2022

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

LANGUAGE (GROUP- L)		
CODE	**NAME**	
001	ENGLISH ELECTIVE	ANY ONE
301	ENGLISH CORE	
002	HINDI ELECTIVE	ANY ONE
302	HINDI CORE	
003	URDU ELECTIVE	ANY ONE
303	URDU CORE	
022	SANSKRIT ELECTIVE	ANY ONE
322	SANSKRIT CORE	
104	PUNJABI	
105	BENGALI	
106	TAMIL	
107	TELUGU	ANY ONE
189	TELUGU TELANGANA	
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	
192	BODO	
193	TANGKHUL	
194	JAPANESE	
195	BHUTIA	
196	SPANISH	
197	KASHMIRI	
198	MIZO	

COMPULSORY ACADEMIC SUBJECTS (GROUP-A)		
CODE	**NAME**	
027	HISTORY	
028	POLITICAL SCIENCE	
029	GEOGRAPHY	
030	ECONOMICS	
031	CAR. MUSIC VOCAL	ANY ONE
032	CAR. MUSIC MEL.INS	
033	CAR.PER INS.MRIDANGAM	
034	HIND. MUSIC VOCAL	
035	HIND. MUSIC MEL INS.	
036	HIND. MUSIC PER INS.	
037	PSYCHOLOGY	
039	SOCIOLOGY	
041	MATHEMATICS	ANY ONE
241	APPLIED MATHEMATICS	
042	PHYSICS	
043	CHEMISTRY	
044	BIOLOGY	ANY ONE
045	BIOTECHNOLOGY	
046	ENGINEERING GRAPHICS	
048	PHYSICAL EDUCATION	
049	PAINTING	ANY ONE
050	GRAPHICS	
051	SCULPTURE	
052	APP/COMMERCIAL ART	
054	BUSINESS STUDIES	
055	ACCOUNTANCY	
056	KATHAK – DANCE	ANY ONE
057	BHARATNATYAM – DANCE	
058	KUCHIPUDI – DANCE	
059	ODISSI – DANCE	
060	MANIPURI – DANCE	
061	KATHAKALI – DANCE	
064	HOME SCIENCE	
065	INFORMATICS PRAC.	ANY ONE
083	COMPUTER SCIENCE	
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	833	BUSINESS ADMINISTRATION
812	MARKETING	834	FOOD NUTRITION & DIETETICS
813	HEALTH CARE	835	MASS MEDIA STUDIES
814	INSURANCE	836	LIBRARY & INFORMATION SCIENCE
816	HORTICULTURE	837	FASHION STUDIES
817	TYPOGRAPHY & COMPUTER APPLICATION	841	YOGA
818	GEOSPATIAL TECHNOLOGY	842	EARLY CHILDHOOD CARE CARE & EDUCATION
819	ELECTRICAL TECHNOLOGY	843	ARTIFICIAL INTELLIGENCE (New)
820	ELECTRONIC TECHNOLOGY		
821	MULTI MEDIA		

The following Steps 1 to 11 are to be followed in sequence for online submission of details. **Summary of activities to be done for submission of the List of Candidates (LOC) X and XII:**

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

Note:

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

   a. The details of candidates submitted by the school for registration at the time of Class IX/Class XI previous year are available on the portal
   b. Heading of this List will be **'CHECK LIST of last year Registered CANDIDATES and ELIGIBLE for CLASS X/XII Examinations'**
   c. Schools shall print a list of the available details of candidates. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".
   d. School should print these 2 lists before going to the next step.
3. **Checking of details of Candidates for List of Candidates (LOC):**

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

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

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

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

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

B. Deletion of Candidates:

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

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

C. Addition of Candidates:

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

IMPORTANT:
(i)   Schools should seek permission from concerned Regional Office for addition of candidates
(ii) ii) Regional Offices will give permission after updating number of candidates on the portal from the school concerned.
(iii) iii) Reasons for additions must be provided as per Code for Addition in remark column on portal. Details of these candidates must be noted down.

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

E. Photographs of Candidates: If wrong or not legible/ clear or not available
- **If the photograph printed in check list is wrong or cloudy/not identifiable or not available, scanned photograph be uploaded online again.**
- **The photograph should be high contrast with white background (passport size preferably black & white) photograph. The name of the students along with the date of taking the photograph (photograph should have been taken on or after 1.4.2021) must be indicated on the photograph.**
- **The photograph scanned should be stored in JPG Format with Registration No. as filename of the photograph. The Registration No. is printed in the check list against the candidate's details. Example: If Photograph of Anil Kumar (whose Registration No. is A119/03001/0057) is wrong or not legible/clear or not available. Photograph of Anil Kumar be scanned and stored as A119030010057.jpg**
- **Photographs be uploaded using option "Uploading of Photograph"**

F. Corrections marked on the check list are to be made on portal:
Marked corrections including uploading of photograph must be carried out by typing on computer/laptop connected to CBSE website by choosing option **"Correction of Candidates Details including photographs, if any"**.

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

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

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

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

     There are two options:
- To carry out individual corrections in Name/subject/other details of the candidate : Correction in the already submitted details of the candidate can be made. The Serial No. printed against the candidate's details in the check list be typed and the candidate's details shall be displayed on the screen. Required correction/ modification can be typed against the particular details.
- To carry out mass corrections (corrections for more than one candidate at a time) for Migration Certificate.

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

   iii. **DELETE** : For deleting/ removing already available details of the candidate from the list.
- Serial No. of Candidate printed on the Check list be entered and the details of the candidate are displayed.
- Press 'Delete' button to delete the details
- Details once deleted cannot be recovered and has to be entered again if needed by using ADD option.

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

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

5. **Uploading of Photographs.**

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

- Serial No. of Candidate printed on the Check list be entered and the details of the candidate and photograph if available in the server are displayed.
- Photographs of this candidate be uploaded by choosing the photograph of this candidate stored in school's computer.

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

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

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

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

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

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

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

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

8. **Printing of Final List of Candidates (LOC):**

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

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

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

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

      e. Obtain signatures of candidate on the final list.

CATEGORY OF STUDENTS APPEARING THROUGH SCHOOLS

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

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

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

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

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

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

3. **Fail/Essential Repeat candidates – Category ER**

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

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