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केंद्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION

(भारत सरकार, मानव संसाधनविकास मंत्रालय के अधीन एक स्वायत्त संगठन)
(An Autonomous Organisation under the Union Ministry of HRD, Govt. of India)

शिक्षाकेंद्र, 2, सामुदायिककेंद्र, प्रीतविहार, दिल्ली-110092

SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 092

CBSE/ASC/LOC/112509/2018/

17th October, 2017

Principal/Head of the Institutions
Affiliated to the CBSE

Subject: Online submission of List of Candidates (LOC) for Class X/XII Examination, 2018

Sir/Madam,

Online submission of List of Candidates (LoC) for Regular Candidates of Class X/XII of CBSE affiliated schools has been started. Only those students whose LoC is submitted through this online process shall be allowed to appear for X/XII Examination to be held in 2018. All CBSE affiliated schools should register themselves before proceeding for online submission. They can use the password and '**Affiliation Number**' as user ID already available with them. Newly affiliated schools should contact the concerned Regional Office of the CBSE for obtaining the password. After receipt of password, schools are advised to change the password for future use and keep confidential to avoid misuse.

Salient features of the Online submission of LOC are:-

- CBSE has not prescribed any minimum age for registration in class X/XII. As per Rule 6.1(a) (iii) of the Examination Bye-Laws school may 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.
- Information about Annual Income of Parents is collected based on self declaration of parents. Schools should not demand ITR/other income proof from parents.
- Aadhaar number field provided is mandatory. Wherever Aadhaar number is not available; Aadhaar enrolment number can be provided. Residents of Indian states where Aadhaar enrolment is not being done may provide Bank details or any other Govt. proof in lieu of Aadhaar.
- In respect of Foreign nationals Passport Number can be provided. In event passport number is not available Social Security Number/ID Number issued by foreign Country may be mentioned.
- Schools are advised to offer only those subjects for which they have been permitted to offer these subjects by the Board. In case school sponsor subject other than allowed to it by the Board, it may lead to action against the school, in addition to cancellation of candidature of such students.
- Board has prescribed scheme of studies (available in the curriculum on the website www.cbseacademic.nic.in) for Secondary/Sr. Secondary classes. School is required to offer the subjects in adherence with the scheme studies. Detail is given in annexure.
- 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.
Example: In class XII subject Informatics Practice and Computer Science cannot be taken together.

- In case of any refund / reconciliation of payment made, schools should contact the Regional Office concerned.
- Schools are required to send the signed copy of finalized data of registered students of class X/XII to concerned Regional Office only. Schools are advised not to send it to CBSE, Preet Vihar, Delhi.
- Instructions for submission of form of Private Candidate/IOP will be issued separately.
- For candidate registered in class IX from academic year 2016-17, there will be mandatory Board Examination in class X. For such students CBSE has remodeled assessment system for class X examination in which 80 Marks will be of theory examination and 20 marks of internal assessment. There is mandatory minimum passing 33 % for theory, internal assessment separately. For details on assessment system for the classes IX and X please refer to circular no. Acad-05/2017 dated 31.01.2017.
- Class IX examination will be taken internally by the school and its Marksheet will be issued by the school. Class X examination will be conducted by the CBSE. Marks of internal assessment of class X will be collected by the Board online during January – February 2018.
- CBSE has also prescribed remodeled assessment system for class VI to VIII examination. For details please refer to circular no. Acad-14/2017 dated 21.03.2017.
- It is to add that as informed vide circular No. Acad-05/2017 dated 31/1/2017 there will be no upscaling / upgradation of scholastic grades for the students appearing in Class X Board Examination 2018 and onwards.
- The school offering Vocational subjects may refer to the revised assessment system for class X as detailed in the circular no. Acad.-11/2017 dated 09.03.2017.
- All schools who are interested to offer vocational subject in class IX may do so from the academic year 2017-18 and the students may be registered. The subjects that may be taken are Language-I, Language-II, Mathematics, Science, Social Science, Vocational subject as detailed in circular Academic-5/2017 and Regional Language as Language-III (as optional subject). Other conditions will remain same as mentioned in the circulars Acad-05/2017 dated January 31, 2017 and Acad-11/2017 dated March 9, 2017. It is highlighted that vocational subject and Language-III shall be strictly treated as optional additional subjects and may be introduced only if the school and students wish to offer it.
- Since CBSE-i has been discontinued vide Notification No. Acad. 06/2017 dated 31.01.2017 all such schools are advised to offer only main curriculum of CBSE and register through online mode.
- Only Government and Govt. Aided schools of Delhi are covered under the “DELHI SCHEME”. Hence they have to remit the fees prescribed for DELHI SCHEME. All other schools affiliated to the Board are covered under “All India Scheme” and have to remit the fees prescribed under ALL INDIA SCHEME.
- System will reflect data of students registered by the school in Class IX/XI previous year. Schools are advised to “delete” students who have moved out of school due to transfer/other reason so that space is created for adding new students. Thereafter school can add students who have been admitted in the school in Class X/XII under “Direct admission” cases which are duly approved as per Board rules..
- School should send list of only those students who are bonafide regular candidates of the school. CBSE has a system of Surprise Inspection of school in which infrastructure and candidate strength at IX/X/XI/XII is verified. In the event of sponsoring unauthorized candidates (or students from other non-affiliated school) strict action as per the Affiliation Bye-laws will be taken against such Schools.
- List of valid combination of subjects has also been provided for class X/XII. School should check the correct combination of subjects carefully before filling in the subjects. Detailed curriculum/syllabus of each subject is available on website cbseacademic.in

- For class XII, schools are advised to offer only those subjects which the students have studied in Class XI and for which approval has been granted by the Board.
- CBSE has introduced many vocational subjects. Schools are advised to go through valid combination of subject(s) carefully and for any clarification in the matter should contact Vocational Unit of CBSE as per contact details given on the last page.
- Schools situated in India can deposit Fee through E-challan/NEFT. Schools situated outside India can remit the fee through SWIFT.
- Schools can complete the registration process through ONLINE ENTRY option only. Data filling in downloadable Excel file is not available in LoC submission module.
- On-line submission shall be closed after the last date and no entry shall be accepted after the last date. 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 or the last date(s).
- There is a penalty for correction in subject after submission of online LoC and late submission of hard copy of LoC.
- For candidate's correct information in LOC schools are advised to get the information confirmed from parents/guardians and should be as available in the A & W Register.
- Those candidates who have passed/failed in class X/XII in 2017 Examination can also seek fresh admission as regular candidate in an CBSE affiliated school and appear in X/XII Examination 2018 for improvement (for pass out candidates) /passing(for failed candidates). It is clarified that CBSE is examining body and Admission in the school will be decided by the school as per their own rules governing the school/trust.
- Those student who had registered for Language-III (as per Scheme of Studies) as 7th subject along with 6th additional vocational subject under NSQF scheme in class IX in the academic year 2016-17, will continue with seven subjects and appear for class X Board examination in academic year 2017-18 as per the remodeled assessment scheme.

Detailed Procedure, Fee, Valid combination of subjects for submission of LoC is described in detail in Annexure. Schools are advised to go through the detailed procedure before starting the process of submitting the LOC. For any queries parents/student may call at CBSE Helpline No. **1800-11-8002** between 9.30 AM- 7.00 PM on all working days.

Yours faithfully,



(K. K. CHOUDHURY)
CONTROLLER OF EXAMINATIONS

Detailed Instruction LoC for X/XII 2018 Examination

Fee and Schedule:

Class X

| | Category of School | | | Schedule for On-line Submission (finalization of data) | Date for Receipt of signed Final List in Regional Office** |
|------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| | Schools in India (ALL INDIA SCHEME) | Government & Aided Schools of Delhi (DELHI SCHEME) | Foreign Schools | | |
| Examination Fee | Rs.750/- per candidate for 05 subjects | Rs.375 /- per candidate for 05 subjects | Rs.5000/- per candidate for 05 subjects | Without Late Fee 17 th October, 2017 to 16 th November, 2017 | Within 07 days of data finalization |
| | Rs.150/- For Additional/ Optional Subject per candidate | Rs. 75/- For Additional /Optional Subject per candidate | Rs.1000/- For Additional/ Optional Subject per candidate | | |
| Migration Certificate | Rs. 250/per candidate | | | | |
| Last date With Late Fee of Rs. 500/- per candidate (in addition to Fee prescribed) | | | | 17 th November, 2017 to 23 rd November, 2017 | |
| Last date With Late Fee of Rs.1000/- per candidate (in addition to Fee prescribed) | | | | 24 th November, 2017 to 30 th November, 2017 | |
| Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed) | | | | 1 st December, 2017 to 7 th December, 2017 | |
| Last date With Late Fee of Rs.5000/- per candidate (in addition to Fee prescribed) | | | | 8 th December, 2017 to 14 th December, 2017 | |

Class-XII

| | Category of School | | | Schedule for On-line Submission (finalization of data) | Date for Receipt of signed Final List in Regional Office** |
|-----------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| | Schools in India (All India Scheme) | Government & Aided Schools of Delhi (Delhi Scheme) | Foreign schools | | |
| Examination Fee for five subjects | Rs.750/- per candidate | Rs.600/- per candidate | Rs.5000/- per candidate | Without Late Fee 17 th October, 2017 to 16 th November, 2017 | Within 07 days of data finalization |
| Fee for Additional Subject | Rs.150/- per subject | Rs.120/- per subject | Rs.1000/- per subject | | |
| Practical Fee | Rs.80/- for each Practical Subject per candidate | Rs.80/- for each Practical Subject per candidate | Rs.200/- for each Practical Subject per candidate | | |
| Migration Certificate | Rs. 250 per candidate | | | | |
| | Last date With Late Fee of Rs.500/- per candidate (in addition to Fee prescribed) | | | 17 th November, 2017 to 23 rd November, 2017 | |
| | Last date With Late Fee of Rs.1000/- per candidate (in addition to Fee prescribed) | | | 24 th November, 2017 to 30 th November, 2017 | |
| | Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed) | | | 1 st December, 2017 to 7 th December, 2017 | |
| | Last date With Late Fee of Rs.5000/- per candidate (in addition to Fee prescribed) | | | 8 th December, 2017 to 14 th December, 2017 | |

For SC/ST candidate from Govt. /Govt aided schools of Delhi Examination fee will be Rs. 50/- per candidate. Such candidates if require Migration Certificate, Rs. 250/- will be charge additionally. Late fee will be applicable as per the schedule.

Visually impaired candidates of all India/Delhi Scheme are exempted from examination fee of Class X/XII.

***15 days grace time in place of 7 days for Postal receipt of hard Copy of Final List of candidates (LOC) will be allowed to the schools belonging to remote areas viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Lahaul and Spiti District and Pangti sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakshadweep and schools in foreign countries.*

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.e. If students' details are entered **before 16th November** and finalization of data is done **on 16th November (or earlier)** then NO late fee shall be applicable. If students' details are entered **before 16th November** and finalization of data is done **on 17th November** then late fee shall be applicable.

Penalty for change of data after finalization etc.:-

| | Fee for other related activities(Applicable to Foreign, All India and Delhi Schemes) | Amount of Penalty | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------|
| a. | Penalty for correction in subject after submitting online LOC | Rs. 1000/- | per subject per candidate |
| b. | Penalty for Correction in Hardcopy of Internal Assessment marks submitted Online | Rs. 1000/- | per candidate |
| c. | Penalty for late submission of hardcopy | | |
| (i) | Upto 15 days after prescribed date of submission | Rs. 5000/- | Per school |
| (ii) | upto 30 days after prescribed date of submission | Rs. 10000/- | Per school |
| (iii) | upto 45 days after prescribed date of submission | Rs. 15000/- | Per school |
| (iv) | upto 60 days after prescribed date of submission | Rs. 20000/- | Per school |
| d. | Approval of direct admission after 31st August of the academic session accept on grounds of Transfer of parent(s) or shifting of residence | Rs. 1000/- | Per student |

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

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

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

| Steps | Activities for List of Candidates (LOC) | Nature of Activity |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1 | Login | Online |
| 2 | Check list Printing of last year Registered candidates from server i.e. : ➤ Candidate eligible for Class X examinations ➤ Candidate eligible for Class XII examinations | Online |
| 3 | Checking of details of candidates for List of Candidates (LOC) : A. Checking of Checklist and correction to be marked on Check list : <ul style="list-style-type: none">• Correction of candidates details• Addition of Candidates (For upgradation of Performance/ 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 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 B. Correction marked on the check list must be made on the Server | Manual |
| 4 | Correction of Candidates Details including photographs, if any on the server | Online |
| 5 | Check list Printing of List of Candidates (LOC) – Class X / XII from the server | Online |
| 6 | Uploading of Photographs | Online |
| 7 | Finalisation of Data | Online |
| 8 | Fee Payment | Online |
| 9 | Printing of Final List of Candidates (LOC) | Online |
| 10 | Submission of List of Candidates (LOC) and acknowledgment of Fee to Regional Office | Manual |

Note:

Step-3 to Step-6 be repeated till all corrections are carried out and data is error free.

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

1. **Login:** Only Registered schools are permitted to login.
2. **Check list Printing of last year Registered candidates from server 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 Server
 - b. The heading of this List will be '**CHECK LIST of last year Registered CANDIDATES and ELIGIBLE for CLASS X/XII Examinations**'
 - c. Schools shall print a list of the available details of candidates. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".
 - d. School should print these 2 lists before going to the next step.

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

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

- a. The printed checklist has data of last year IX/XI students who will now appear in X/XII.
- b. School should check student details in the List with the Original Admission and Withdrawal register(AWR), Subject Code and Subject Name offered by candidate. Photograph of candidate printed in the Checklist is also to be checked. Any Correction/ Addition/Deletion be marked in the check list.

- c. **School should ensure that all corrections relating to the spellings in the names of the candidate/mother/father, sex, category, date of birth, subjects etc. have been checked and marked in the check list.**
- d. If there is need of adding few students and deleting some students **School must do the deletion first** because it will create space for adding.

B. Deletion of Candidates:

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

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

C. Addition of Candidates:

| Reasons for Additions | Code for Addition |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| New admissions - Transfers from other CBSE Affiliated Schools | TRANSFER |
| – Transfers from Schools not affiliated with CBSE | DIRECT |
| Upgradation of Performance/ Improvement of Performance – those who have qualified/Passed Class X/XII in be appearing for Upgradation of Performance/ 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 5 or 6 subjects again. | NOT QUALIFIED/ FAILURE |

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

D. Requirement of Migration Certificate by candidate:

- In Class XII: by default all candidates have been marked with 'Y' (an indicating "Yes" Migration certificate will be provided to the candidate). School have an option to change "Y" to "N". One of the advantage is that school will get all Migration Certificates in one go from the Regional Office and students will not be required to apply to Regional Office separately. Fee of Rs 250/- per candidate is provisioned for Migration Certificate.
- In Class X by default all candidates have been marked with "N" (an indication that migration Certificate is not needed by the candidate). If a candidate needs Migration Certificate, the correction may be marked as 'Y' and noted down. Fee of Rs 250/- per candidate is provisioned for Migration Certificate.
- In respect of those candidates who do not take migration certificate as detailed above, can take the same from the concerned Regional Office, CBSE at later stage by submitting prescribed application form and paying prescribed fee.

Scheme of Examination: In class X there will be Board Examination for all students. This examination will be conducted by CBSE.

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 1.4.2017) 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 A115/03001/0057) is wrong or not legible/clear or not available. Photograph of Anil Kumar be scanned and stored as A115030010057.jpg

- Photographs be uploaded using option “Uploading of Photograph” in Step 5

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

- Marked corrections including photograph in **Step-3A** must be carried out on by typing on computer/laptop connected to CBSE website server by choosing option **“Correction of Candidates Details including photographs, if any” as per Step 4.**

4. Correction of Candidate’s Details including photographs, if any:

Corrections marked in the check list in Step-3A 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 subjects (where change of subject from IX/XI is involved) schools should ensure approval of CBSE. While adding candidates in respect of directly admitted candidates at X/XII it must be ensured that the approval of the of CBSE HQ through Regional Office 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”** as given in Step-5.

5. Uploading of Photographs.

If Photograph of Anil Kumar is wrong or not legible/clear or not available whose Registration No. is A115/03001/0057. Photograph of Anil Kumar scanned and stored as A115030010057.jpg in step 3(i) 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:

- Schools shall print a list of the submitted details of candidates by choosing the option **“Check list Printing of List of Candidates (LOC) with photographs”** using a printer attached with the school's computer.
- The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.**
- The heading of this List will be **‘CHECK LIST OF CANDIDATES FOR LOC FOR CLASS...’**

Note: Step-3 to Step-6 be repeated till data is error free.

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

- When all corrections have been carried out and the list is error free, Finalisation of data can be done. Finalisation of data means no more correction /deletion /addition in the data which have been submitted till date i.e. Data submitted shall be deemed as error free and final.
- Fee shall be applicable as per fee schedule i.e. the date on which the data is finalised is taken for the purpose of fee calculation.
- After finalisation of data, addition of more candidates is possible provided the date for submission of details is within the time schedule and fee shall have to be remitted as per fee schedule

8. Payment of Fee: School should pay fee within 4 days of finalization of data.

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

- 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.
- School shall obtain signature of Mother, signature of Father and signature of candidate to confirm the name, father name, mother name are correct.**
- The heading of this List will be **‘FINAL LIST OF CANDIDATES FOR CLASS_____’.**
- The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.
- Obtain signatures' of candidate on the final list.
- A photocopy of the Final printout with Candidate's signature should be retained by the School as office copy.

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

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

In class X grades are awarded by the Board. CBSE gives marks of Class X Board Examination 2018 to all its affiliated schools in Maharashtra to enable them to put the same on the students application form for admission to Colleges in Maharashtra in Class XI. Besides, for students of schools located outside Maharashtra every year CBSE sets up facilitation centre in various districts for conversion of grades to marks. Detail of such centre will be made available on the website of CBSE in month of June.

Scheme of Studies – Secondary School Examination for academic session Class X 2017-18.

| Options | Subjects | Name of Subjects |
|---------------------|--------------------------------------------------|--------------------------------------|
| Compulsory Subjects | Subject 1 * | Language I |
| | Subject 2 | Language II |
| | Subject 3 # | Science |
| | Subject 4 # | Mathematics |
| | Subject 5 # | Social Science |
| Optional Subject | 6 th Subject (additional option) | Academic/ Vocational (NSQF) subject. |
| | 7 th Subject ** (additional optional) | Language III |

(*) At subject 1 and subject 2 students can take a language in a manner that one language is either English or Hindi. See examples on next page for details.

(**) Any language other than selected at subject 1 and 2.

Subjects at S. No. 6 and 7 are purely optional. Students who wish to take only 5 subjects can be offered the same.

Class IX and X is an integrated course. Students will study only those subjects in Class X which he/she has studied in Class-IX.

- For students of NSQF stream:

- Those students who have been offered 6 subjects including a vocational subject as 6th subject, If such a student fails in any one of the three compulsory subjects (i.e., Science, Mathematics and Social Science), then it will be replaced by the Vocational subject (offered as a 6th additional subject) and result of Class X Board Examination will be computed accordingly. In result the marks obtained in all 6 subject will be shown including the grade obtained in fail subject. Such replacement facility is not available if academic elective is taken at 6th/7th place.
- In cases where 6th subject is not opted, language-III chosen at 7th place will automatically became 6th subject of that candidate. However, no such replacement facility from failing subject will be available to such candidate.
- **There will be common question paper (same difficulty level) in compulsory subjects for students opting Academic or NSQF vocational at 6th subject.**
- **Under Co- Scholastic activities student opting vocational subject shall be exempted from work education or pre-vocational activities. However, no upscaling of Scholastic grades will be done at all.**
- Those students who had registered for 6 subjects (NSQF) or 7 subject (Language) in under NSQF scheme in class IX in academic year 2016-17, will continue with 7 subject and appear for class X Board examination in academic year 2017-18 as per the remodeled assessment scheme. For academic subjects, there will be common (same) question paper for Main Academic

Course and NSQF Course. No rationalized curriculum will followed from academic session 2017-18.

- **CBSE has discontinued vocational subject of subject code 461-467. In its place subject code 401-407 are available. Students who have taken such subjects (461-467) in class IX should opt subjects out of subject code 401 - 407. For any clarification regarding vocational subjects, Vocational Unit of CBSE may be contacted.**

General instructions

- (i) Only those subjects can be offered by the school to the candidate in respect of which approval of the CBSE has been given vide Affiliation Department of CBSE. Wherever restriction on number of candidates has been imposed by CBSE, school should not exceed such limit of number of candidate.
- (ii) For details please refer to Curriculum available on the website of CBSE.
- (iii) CBSE has issued consolidated instructions for differently abled students which are available on www.cbseacademic.in circular no. CBSE/COORD/112233/2016 Dated 24th January, 2017. Schools are advised to go through the instructions for and should contact the concerned RO for availing any such facility provided by the Board.
- (iv) CGPA will be calculated out of first five subjects, Grade obtained in vocational subject will be reflected in the Grade card issued by the Board.
- (v) Note regarding additional subject: Candidates who takes 6 subjects(5 main and 1 additional subject) and passes in all 6 subjects, the percentage is calculated according to the norms of college/institutions in which the candidate is taking admission. Board issues mark sheet indicating grades obtained in each subject separately. No aggregate score/percentage is mentioned by the Board.
- (vi) The first 5 subjects in the chronological order of filling the subjects in online system are considered as Main subjects. In respect of those candidates who take 6 subjects and their 3rd subject is replaced by 6th subject due to failing in 3rd subject, the 3rd subject will convert to 6th subject for all practical purpose.
- (vii) Candidates who have selected 5/6 subjects in class IX/XI and want to change(or add/delete) the subjects in class X/XII due to academic reasons/medical reasons are advised to contact the Regional Officer of CBSE through their school before 31st August of that academic year.
- (viii) It may please be noted that 'As per Examination Bye-laws, the subjects offered by the candidate in Classes IX/X and Classes XI/XII should be the same'. The schools are expected to ensure the correctness of the subjects offered by the candidates and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respects.
- (ix) Note: It has been observed in past that there is a variation between subjects offered by the candidate and the subjects being taught. To ensure accuracy of data, the Subject Code and Subject Name must be checked carefully for each candidate.

EXAMPLES of SUBJECT COMBINATION FOR CLASS X :

| Correct Subject Combination | Wrong Subject Combination |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CASE 1 Sub1: 101 English Comm. Sub2: 085 Hindi Course-B Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 401 Dynamics of Retailing Sub7: 006 Tamil | CASE 6 Sub1: 002 Hindi Course-A Sub2: 004 Punjabi Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 402 Information Technology Sub7: 165 Foundation of IT |
| CASE 2 Sub1: 184 English Language & Lit. Sub2: 002 Hindi Course-A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub7: 122 Comm. Sanskrit | CASE 7 Sub1: 002 Hindi Course-A Sub2: 021 Russian Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 464 Automobile Technology Sub7: 404 Automobile Technology |
| CASE 3 Sub1: 002 Hindi Course-A Sub2: 009 Marathi Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 403 Security Sub7: 004 Punjabi | CASE 8 Sub1: 002 Hindi Course-A Sub2: 021 Russian Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 464 Automobile Technology Sub7: 403 Security |
| CASE 4 Sub1: 101 English Comm Sub2: 006 Tamil Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science | CASE 9 Sub1: 018 French Sub2: 006 Tamil Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science |
| CASE 5 Sub1: 184 English Language & Lit. Sub2: 002 Hindi Course-A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 402 Information Technology | |

**Subject Code and Subject Name for Secondary School Examination
for academic session Class X 2017-18**

| LANGUAGES(1 ST , 2 ND and 7 th subject) | |
|---------------------------------------------------------------------------|------------------------|
| CODE | NAME |
| 002 | HINDI COURSE-A |
| 085 | HINDI COURSE-B |
| | Any One |
| 101 | ENGLISH COMM. |
| 184 | ENGLISH LNG & LIT. |
| | Any One |
| 003 | URDU COURSE-A |
| 303 | URDU COURSE-B |
| | Any 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 |
| 092 | BODO |
| 093 | TANGKHUL |
| 094 | JAPANESE |
| 095 | BHUTIA |
| 096 | SPANISH |
| 097 | KASHMIRI |
| 098 | MIZO |
| 099 | BAHASA MELAYU |
| 122 | COMM. SANSKRIT |
| 090 | SCIENCE WITH PRACTICAL |
| 131 | RAI |
| 089 | TELUGU - TELANGANA |
| 132 | GURUNG |
| 133 | TAMANG |
| 134 | SHERPA |

| COMPULSORY SUBJECTS(3 rd , 4 th and 5 th) | |
|---------------------------------------------------------------------------------------|-----------------------------------------------|
| CODE | NAME |
| 041 | MATHEMATICS |
| 086 | SCIENCE |
| 087 | SOCIAL SCIENCE |
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| | |
| 6th SUBJECT – ACADEMIC ADDITIONAL SUBJECT OPTIONAL | |
| 031 | CARNATIC MUSIC VOCAL |
| 032 | CARNATIC MUSIC MEL INS. |
| 033 | CARNATIC MUSIC PER INS. |
| 034 | HIND MUSIC VOCAL |
| 035 | HIND MUSIC MEL INS. |
| 036 | HIND MUSIC PER INS. |
| 049 | PAINTING |
| 064 | HOME SCIENCE |
| 076 | NATIONAL CADET CORPS (NCC) |
| 165 | FOUNDATION OF I T |
| 166 | INFORMATION AND COMMUNICATION TECHNOLOGY(ICT) |
| | Any One |
| 154 | ELEM. OF BUSINESS |
| 254 | ELEM BOOK-K & ACCY |
| 354 | E- PUBLISH & E-OFF (ENG.) |
| 454 | E- PUBLISH & E-OFF (HINDI) |
| | Any One |
| 6th SUBJECT – VOCATIONAL OPTIONAL ADDITIONAL SUBJECT UNDER NSQF | |
| 401 | DYNAMICS OF RETAILING (O) |
| 402 | INFORMATION TECHNOLOGY(O) |
| 403 | SECURITY(O) |
| 404 | AUTOMOBILE TECHNOLOGY(O) |
| 405 | INTRODUCTION TO FINANCIAL MARKET (O) |
| 406 | INTRODUCTION TO TOURISM (O) |
| | Any One |
| | |
| 407 | BEAUTY AND WELLNESS (O) |
| 408 | BASIC AGRICULTURE |
| 409 | FOOD PRODUCTION |
| | |
| 410 | FRONT OFFICE OPERATIONS |

Scheme of Studies – Senior School Certificate Examination (Class XII) 2018
(Academic)

Students can be given minimum 5 subjects as under.

| | |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject I | Language I :English or Hindi ** |
| Subject II | Language II : Language other than Language I ** or an elective subject from Academic Electives in lieu of Language II |
| Subject III, Sub IV & Sub V | Three Electives from Academic Electives or Two Electives from Academic Electives and any one subject from Vocational Electives under Group-A |
| Sub VI - Additional Subject (optional) | One language at elective level or an elective subject from Academic Electives or any one subject from Vocational Electives under Group-A |
| Sub VII to IX (Subjects of internal assessment) | 500-Work Experience 502-Physical and Health Education 503-General Studies |

Scheme of Studies – Senior School Certificate Examination (Class XII) 2018
(Vocational)

Students can be given minimum 5 subjects as under.

| | |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sub I | Language I :English or Hindi |
| Sub II | Language II : Language other than Language I or an elective subject from Academic Electives in lieu of Language II |
| Sub III, Sub IV & Sub V | Two elective subject from Academic Electives and one vocational subject as prescribed under group 'A' (single vocational elective) or One elective subject from Academic Electives and Two vocational subjects as prescribed under Vocational Course of two papers at Group'B' or Three vocational subjects as prescribed under Vocational Course of three papers at Group –B |
| Sub VI - Additional Subject (optional) | One language at elective level or an elective subject from Academic Electives or one vocational subject as prescribed under Vocational Course (of 2/3 papers) at Group- B or any one subject from Vocational Electives under Group-A |
| Sub VII to VIII (Subjects of internal assessment) | 501-General Foundation Course 502-Physical and Health Education |

General Instructions

- i. The first 5 subjects in the chronological order of filling the subjects in online system are considered as Main subjects.
- ii. Candidates who takes 6 subjects(5 main and 1 additional subject) and pass in all 6 subjects, the percentage is calculated by the employer/institution/university according to the norms of employer/institution/university in which the candidate is taking admission.
- iii. Those students who have taken 6 subjects, If student fails in one elective/language of the first five subjects, then it is replaced by the 6th (elective/language offered as a 6th additional subject) and result will be computed accordingly.
- iv. Board does not declare the aggregate percentage/ranks/ toppers. However, wherever if the list of candidate with best performance is sought by the university/colleges than the list is generated based on the academic performance in first five subjects in which he has passed.
- v. Candidates who have selected 5/6 subjects in class IX/XI and want to change(or add/delete) the subjects in class X/XII due to academic reasons/medical reasons are advised to contact the Regional Officer of CBSE through their school before 31st August of that academic year.
- vi. Only those subjects can be offered by the school to the candidate in respect of which approval of the CBSE has been given vide Affiliation Department of CBSE.
- vii. For details please refer to Curriculum available on the website of CBSE.
- viii. CBSE has issued consolidated instructions for differently abled students which are available on www.cbseacademic.in circular no. CBSE/COORD/112233/2016 Dated 24th January, 2017. Schools are advised to go through the instructions for and should contact the concerned RO for availing any such facility provided by the Board.
- ix. CBSE does not have concept of stream. Sstudent can take 01 language and 4/5 subjects out of those listed in the curriculum and available in the school concerned. School admit students as per the criteria laid down by its management.
- x. Out of the languages, one shall be English or Hindi, both English and Hindi can also be offered simultaneously.
- xi. The same language can be offered only at one level i.e. Core/ Elective. i.e. Both Hindi Core and Hindi Elective can't be taken simultaneously as I and II subject.
- xii. While taking Vocational subjects Package cannot be broken. Example: if you take 632 than you must take 633.
- xiii. The List of Vocational Courses available is attached. Subjects as prescribed under Vocational Courses are to be opted. However, Scheme of Studies may be referred.
- xiv. Accountancy (055) and Financial Accounting (780) cannot be taken together.
- xv. Physics (042) and Applied Physics (625) cannot be taken together.
- xvi. Informatics Practice (065) and Computer Science (083) cannot be taken with IT Tools (795) and Web Applications (796).
- xvii. Business Studies (054) and Business Operations & Administrations (766) cannot be taken together.
- xviii. Mass Media Studies (072) cannot be taken with Evolution and Forms of Mass Media (738) and Creative and Commercial Procedure in Mass Media (739).
- xix. Multimedia & Web Technology (067) cannot be taken with IT Tools (795) and Web Applications (796).
- xx. Those candidates who have passed/failed in class X/XII in 2017 Examination can also seek fresh admission as regular candidate in an CBSE affiliated school and appear in X/XII Examination 2018 for improvement (for pass out candidates) /passing(for failed candidates). It is however clarified that since CBSE is examining body, Admission in the school will be decided by the school as per their own rules governing the school/trust.

| LANGUAGES | |
|-----------|------------------------|
| CODE | NAME |
| 001 | ENGLISH ELECTIVE NCERT |
| 101 | ENGLISH ELECTIVE-CBSE |
| 301 | ENGLISH CORE |
| Any One | |
| 002 | HINDI ELECTIVE |
| 302 | HINDI CORE |
| Any One | |
| 003 | URDU ELECTIVE |
| 303 | URDU CORE |
| Any One | |
| 022 | SANSKRIT ELECTIVE |
| 322 | SANSKRIT CORE |
| Any One | |
| 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 |
| 192 | BODO |
| 193 | TANGKHUL |
| 194 | JAPANESE |
| 195 | BHUTIA |
| 196 | SPANISH |
| 197 | KASHMIRI |
| 198 | MIZO |
| 199 | BHASA MELAYU |
| 189 | TELUGU- TELANGANA |

| ACADEMIC ELECTIVES | |
|--------------------|------------------------------------------|
| CODE | NAME |
| 027 | HISTORY |
| 028 | POLITICAL SCIENCE |
| 029 | GEOGRAPHY |
| 030 | ECONOMICS |
| 031 | CARNATIC MUSIC VOCAL |
| 032 | CARNATIC MUSIC INS.MEL. |
| 033 | CARNATIC MUSIC (PER. INS.) |
| 034 | HIND MUSIC VOCAL |
| Any One | |
| 035 | HIND MUSIC MEL. INS. |
| 036 | HIND MUSIC INS.PER |
| 037 | PSYCHOLOGY |
| 039 | SOCIOLOGY |
| 040 | PHILOSOPHY |
| 041 | MATHEMATICS |
| 042 | PHYSICS |
| 043 | CHEMISTRY |
| 044 | BIOLOGY |
| 045 | BIOTECHNOLOGY |
| 046 | ENGG. GRAPHICS |
| 048 | PHYSICAL EDUCATION |
| 049 | PAINTING |
| 050 | GRAPHICS |
| 051 | SCULPTURE |
| 052 | APP/COMMERCIAL ART |
| Any One | |
| 053 | FASHION STUDIES |
| 054 | BUSINESS STUDIES |
| 055 | ACCOUNTANCY |
| 056 | DANCE-KATHAK |
| 057 | DANCE-BHARATNATYAM |
| 058 | DANCE-KUCHIPUDI |
| 059 | DANCE-ODISSI |
| 060 | DANCE-MANIPURI |
| 061 | DANCE-KATHAKALI |
| 062 | DANCE-MOHINIYATTAM |
| Any One | |
| 064 | HOME SCIENCE |
| 065 | INFORMATICS PRAC. |
| 083 | COMPUTER SCIENCE |
| Any One | |
| 066 | ENTREPRENEURSHIP |
| 067 | MULTIMEDIA & WEB TECHNOLOGY |
| 068 | AGRICULTURE |
| 069 | CREATIVE WRITING & TRANSLATION STUDIES |
| 070 | HERITAGE CRAFTS |
| 071 | GRAPHIC DESIGN |
| 072 | MASS MEDIA STUDIES |
| 073 | KNOWLEDGE TRADITION & PRACTICES OF INDIA |
| 074 | LEGAL STUDIES |
| 075 | HUMAN RIGHTS & GENDER STUDIES |
| 076 | NATIONAL CADET CORPS (NCC) |
| 078 | THEATRE STUDIES |
| 079 | LIBRARY AND INFORMATION SCIENCE |

**SINGLE PAPER VOCATIONAL ELECTIVE FOR
SENIOR SECONDARY LEVEL (GROUP-A)**

| S.No | Sub Code | Subject Name -XI | Subject Name –XII |
|------|------------|--------------------------------------------------|------------------------------------------------------------|
| 1. | 604 | Office Procedures & Practices | |
| 2. | 605 | Secretarial Practice & Accounting | |
| 3. | 606 | Office Communication | |
| 4. | 607 | Typography & Computer Application (English) | |
| 5. | 609 | Typography & Computer Application (Hindi) | |
| 6. | 622 | Engineering Science | |
| 7. | 625 | Applied Physics | |
| 8. | 626 | Mechanical Engineering | |
| 9. | 628 | Autoshop Repair & Practice | |
| 10. | 729 | Food Nutrition & Dietetics | Basic Concepts of Health & Disease and Medical Terminology |
| 11. | 740 | Geospatial Technology | |
| 12. | 743 | Retail Operations | |
| 13. | 746 | Holistic Health | |
| 14. | 750 | Logistics Operations and Supply Chain Management | |
| 15. | 755 | Foundry Technology | |
| 16. | 756 | Tourism Resources In India | Introduction to Hospitality Management |
| 17. | 762 | Basic Horticulture | |
| 18. | 766 | Business Operation & Administration | |
| 19. | 771 | Arts and Science of Makeup and Retail | |
| 20. | 772 | Design & Innovation | |
| 21. | 776 | Garment Construction | |
| 22. | 777 | Elements of Textile Design | Traditional Indian Textile |
| 23. | 780 | Financial Accounting | |
| 24. | 782 | Taxation | |
| 25. | 783 | Marketing | |
| 26. | 784 | Salesmanship | |
| 27. | 785 | Banking | |
| 28. | 786 | Insurance | |
| 29. | 787 | Basic Electricity | Electrical Machines |
| 30. | 789 | Basic Electronics | Operation and Maintenance of Communication Devices |
| 31. | 793 | Foundation of Financial Market | Capital Market Operations |
| 32. | 796 | Web Applications | |
| 33. | 797 | Elements of Civil Engineering | Construction Technology |
| 34. | 800 | Security | |

| VOCATIONAL COURSES OF TWO/THREE PAPERS SENIOR SECONDARY LEVEL (GROUP-B) 2017-18 | | | |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------|
| S.No. | COURSE NAME | SUBJECT NAME(XII) | CODE |
| Engineering and Technology | | | |
| 1 | Air Conditioning and Refrigeration Technology | Air Conditioning and Refrigeration –III | 632 |
| | | Air Conditioning and Refrigeration –IV | 633 |
| | | Optional | |
| | | Engineering Science | 622 |
| 2 | Automobile Technology | Auto Engineering | 627 |
| | | Auto Shop Repair and Practice | 628 |
| | | Optional | |
| | | Engineering Science | 622 |
| | | Applied Physics | 625 |
| 3 | Civil Engineering # Optional subject can't be taken unless 797 and 798 are taken. | Construction Technology | 797 |
| | | Estimation in Civil Engineering | 798 |
| | | Optional | |
| | | Elementary Structural Mechanics | 799 |
| 4 | Electrical Technology | Electrical Machines | 787 |
| | | Electrical Appliances | 788 |
| | | Optional | |
| | | Applied Physics | 625 |
| 5 | Electronics Technology | Operation and maintenance of Communication devices | 789 |
| | | Troubleshooting and maintenance of Electronic Equipments | 790 |
| | | Optional | |
| | | Applied Physics | 625 |
| 6 | Geospatial Technology | Geospatial Technology | 740 |
| 7 | IT Application | Database Management Applications | 795 |
| | | Web Applications | 796 |
| 8 | Transport Systems and Logistic Management | Integrated Transport Operations | 749 |
| | | Logistics, Operations and Supply Chain Management | 750 |
| Health and Wellness | | | |
| 9 | Auxiliary Nursing & Midwifery | Child Health Nursing | 731 |
| | | Midwifery | 732 |
| | | Health Centre Management | 733 |
| 10 | Beauty Services | Nail Technology and Retail | 770 |
| | | Arts and science of Makeup and Retail | 771 |
| 11 | Health and Beauty Studies | Beauty & Hair | 745 |
| | | Holistic Health | 746 |
| 12 | Health Care Science # Optional subject can't be taken unless 728 and 729are taken. | Health Education, Communication and Public Relations & Public Health | 728 |
| | | Basic Concepts of Health & Disease and Medical Terminology | 729 |
| | | Optional# | |
| | | First Aid & Emergency Medical Care | 730 |
| 13 | Medical Laboratory Technology # Optional subject can't be taken unless 660 and 661 are taken. | Laboratory Medicine (Clinical Pathology, Hematology & Histopathology)(MLT) | 660 |
| | | Clinical Biochemistry (MLT) | 661 |
| | | Optional# | |
| | | Microbiology (MLT) | 662 |
| 14 | Medical Diagnostics | Laboratory Medicine II | 741 |
| | | Clinical Biochemistry & Microbiology II | 742 |
| 15 | Ophthalmic Techniques | Optics | 658 |
| | | Ophthalmic Techniques | 659 |

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|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----|
| | # Optional subject can't be taken unless 658 and 659 are taken. | Optional# | |
| | | Biology Ophthalmic | 657 |
| 16 | X-Ray Technician | Radiography I (General) | 667 |
| | # Optional subject can't be taken unless 667 and 668 are taken. 666 cannot be taken with 042 (Physics) or 625 (Applied Physics) | Radiography II (Special investigation, imaging and Radiography) | 668 |
| | | Optional# | |
| | | Radiation Physics | 666 |
| Media, Entertainment and Production | | | |
| 17 | Fashion Design & Garment Technology | Basic Pattern Development | 775 |
| | #Optional subject can't be taken unless 775 and 776 are taken. | Garment Construction | 776 |
| | | Optional# | |
| | | Fabric Study | 774 |
| 18 | Mass Media Studies & Mass Media Production | Understanding the Evolution and Forms of Mass Media | 738 |
| | 072 (Mass Media Studies) cannot be taken with this package. | The Creative and Commercial Process in Mass Media | 739 |
| 19 | Music Technical Production | Music Aesthetics | 768 |
| | | Music Production | 769 |
| 20 | Textile Design | Traditional Indian Textile | 777 |
| | | Any one of the following | |
| | | Printed Textile | 778 |
| | | Textile Chemical Processing | 779 |
| Agro Production and Marketing | | | |
| 21 | Dairy Husbandry | Management of Dairy Animals | 758 |
| | | Milk Marketing and Entrepreneurship | 759 |
| | Dairy Technology | Dairy Product Technology | 760 |
| | | Milk Marketing & Entrepreneurship | 761 |
| 22 | Horticulture | Basic Horticulture | 762 |
| | | Any one from the following | |
| | | Olericulture | 763 |
| | | Pomology | 764 |
| | | Floriculture | 765 |
| 23 | Poultry Farming | Poultry Nutrition and Physiology | 716 |
| | # Optional subject can't be taken unless 716 and 717 are taken. | Poultry Products and Technology | 717 |
| | | Optional # | |
| | | Poultry Disease and their control | 718 |
| Hospitality & Tourism | | | |
| 24 | Bakery and Confectionery | Bakery | 751 |
| | | Confectionery | 752 |
| 25 | Food Production | Food Production III | 734 |
| | | Food Production IV | 735 |
| 26 | Food & Beverage Services | Food Service | 736 |
| | | Food and Beverage Cost and Control | 737 |
| 27 | Front Office Operations | Front Office Operations | 753 |
| | | Advanced Front Office Operations | 754 |
| 28 | Travel and Tourism | Introduction to Hospitality Management | 756 |
| | | Travel Agency and Tour Operations Business | 757 |
| Finance, Business and Management | | | |
| 29 | Accountancy & Taxation | Cost Accounting | 781 |
| | #-Accountancy (055) and Financial Accounting (780) cannot be taken together | Taxation | 782 |
| | | Optional # | |
| | | Financial Accounting | 780 |
| 30 | Banking & Insurance | Banking | 785 |
| | | Insurance | 786 |
| 31 | Business Administration | Business Operation & Administration | 766 |

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|----|---------------------------------------------------------------------------|----------------------------------------------|-----|
| | Cannot be taken with Business Studies (054) | | |
| 32 | Financial Market Management | Capital Market Operations | 793 |
| | | Derivative Market Operations | 794 |
| | | Optional | |
| | | Financial Accounting | 780 |
| 33 | Library and Information Sciences | Library Systems and Resource Management | 747 |
| | Library and Information Sciences (079) cannot be taken with this package. | Information storage and Retrieval. | 748 |
| 34 | Marketing & Salesmanship | Marketing | 783 |
| | | Salesmanship | 784 |
| 35 | Office Secretaryship | Office Procedures and Practices | 604 |
| | #Optional subject can't be taken unless 604 and 607/609 are taken. | Typography & Computer Application (English) | 607 |
| | | OR | |
| | | Typography & Computer Application (Hindi) | 609 |
| | | Optional (Any one)# | |
| | | Secretarial Practice & Accounting | 605 |
| | | Office Communication | 606 |
| 36 | Retail | Retail Operations | 743 |
| | | Retail Services | 744 |
| 37 | Stenography & Computer Application- ENGLISH | Typography & Computer Application (English) | 607 |
| | | Shorthand (English) | 608 |
| | | Optional | |
| | | Office Procedures and Practices | 604 |
| | Stenography & Computer Application- HINDI | Typography & Computer Application (Hindi) | 609 |
| | | Shorthand (Hindi) | 610 |
| | | Optional | |
| | | Office Procedures and Practices | 604 |

Note: For clarification regarding any vocational subjects schools may communicate at voc.cbse@gmail.com.

For any technical query or help in this regard, contact following:

| Regional Office | Jurisdiction of States | For any technical query regarding On line submission |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regional Office-Delhi Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110 092. | NCT of Delhi, Foreign Schools | Ms I Margaret Catherine, Joint Secretary (IT), E-mail: rodlicu@gmail.com 011-22236195 , 011-22236180 |
| 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, Telangana Goa, Karnataka, Maharashtra, Tamil Nadu, Andaman and Nicobar Islands, Daman and Diu, Puducherry | M. Vijaylakshmi Asstt. Programmer M Paramasivan, Superintendent, rochennai@cbse.gov.in Tel.91-44-26164608, 91-44-26162264 Mob:91-9498043510 Fax:91-44-26162212 |
| Regional Office - Thiruvananthapuram Central board of Secondary Education, Block-B, 2 nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram – 695004, Kerala | Kerala, Lakshadweep | Mr. P MEERAN MYDEEN Project Associate rotrivandrum.cbse@nic.in Tel:91-471-2534404/2534496 Fax:91-471-2534406 Mob: 07736299542 |
| Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Near SankardevKalakshetra), Panjabari, Guwahati-781037 Assam | Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram. | Md. Fida Hussain Assistant Programmer Mob: 09401822334 roguwahati.cbse@nic.in Ph: 0361-2334661 (Direct) EPABX NO.: 0361-2331995, EXT.30 Fax No.: 0361-2330992 |
| Regional Office-Ajmer Central Board of Secondary Education, TodarmalMarg, Ajmer-305 030 Rajasthan | Gujarat, Madhya Pradesh, Rajasthan, Dadra and Nagar Haveli | Mr. Prasad Ranjit Lakhraj Assistant Programmer, roajmer.cbse@nic.in Tel:91-145-2634114 (Online Technical Queries) 2634119- (IX/XI Registration Queries) 2634118- (Class X LOC Queries) 2634117- ((Class XII LOC Queries) 2634102 Fax: 91-145-2421543 |
| Regional Office-Panchkula Central Board of Secondary Education, Sector- 5 , Panchkula - 134152 Haryana | Haryana, Himachal Pradesh., J & K, Punjab, U.T.of Chandigarh | Mr. J K Jain Assistant Secretary (IT) ropanchkula.cbse@nic.in Tel:91-172-2585193/2583547/2585577 Mobile : 08699126066 Fax:91-172-2585163 |
| Regional Office-Allahabad Central Board of Secondary Education, 35 B, Civil Station, M.G. Marg , Civil Lines, Allahabad-211 001, Uttar Pradesh | Uttar Pradesh except Western Uttar Pradesh Districts | Mrs Harshikha Gupta, Assistant Programmer, roallahabad.cbse@nic.in MOBILE NOS. : 9454081800 DIRECT LINE : 0532 – 2400434 EPABX LINE :Tel:91-532-2407970-72 WITH EXTN – 116 (COMPUTER CELL) Fax:91-532-2408977 (Timings 09:00 a.m. to 06:00 |

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | p.m.on all working days) |
| Regional Office-Dehradun Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand | Uttarakhand and Western Uttar Pradesh i.e. Badaun, Baghpat, Bijour, Bulandshahr, , GautamBudh Nagar(Noida), Ghaziabad, Hapur, J.P.Nagar/Amroha, Meerut, Muradabad, Muzaffarnagar, Rampur, Saharanpur, Sambhal and Shamli | Mr Krishan Murari Assistant Programmer, roddn.cbse@nic.in Tel: 013-2757744 , 2753250 (Extension-205) 0135-2753251, 2753248 (Extension-205) Mob No. 7579214383 |
| Regional Office-Bhubaneswar Central Board of Secondary Education, 6 th Floor, AlokBhartiComplex, Saheed Nagar, Bhubaneshwar-751007. Odisha | West Bengal, Odisha, Chhattisgarh | Mr. Faraz Khalid, Jr. Asst. (Computer Cell), rocbsebbbsr@rediffmail.com , robhubaneshwar.cbse@nic.in Tel:91-0674-2548426,2542312 , 2548212(Extn 129) FAX:-0674-2547312, Helpline Mobile No.-9853246315 |
| Regional Office-Patna Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna-800014,Bihar | Bihar, Jharkhand | Mr Ajay Mishra, Assistant Programmer, ropatna.cbse@nic.in Tel:91-612- 2295048,2295008,2295080 |
| For Vocational Courses Central Board of Secondary Education, ShikshaSadan, 2 Community Centre, PreetVihar, Delhi - 110092 | All Regions | Dr. Biswajit Saha Additional Director (Vocational Education) adddirector.cbse@gmail.com adddir.voc@gmail.com 011-22527184, 22421435, 22527173, 22421438, 22421437, 22527183. |

Fee Payment

After finalization of data fee payment option to empanelled Banks will appear.

Fee can be paid through online mode to these Banks through online Banking/Electronic collection.

Schools located in foreign can pay by SWIFT/international debit card.

Wherever challan is generated it will have validity of 4 days. Amount mentioned therein must be deposited within 4 days / before validity period failing which fresh Challan needs to be generated which may attract late fee. Late Fee (if any) will be calculated as per the date of finalizing data.]

Fee paid is automatically updated by the Banks on CBSE server within 24 hours.(except SWIFT payments). Updation of SWIFT payment takes 2-3 days.

In case of Bank related transaction or non updation of Fee on server school should contact to the respective Bank through which payment is done. Contact details of Banks are given on website of CBSE.

Following may be informed to the bank while making communication with Bank:

Mode of Payment, Fee Reference No., Amount deposited, Date of deposit, Branch of deposition, Bank reference number (Transaction ID as reflected in Bank account), Contact number of applicant