



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

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

## CENTRAL BOARD OF SECONDARY EDUCATION

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



CBSE/LOC/X-XII/2024-25/ 7667/Efile 163685

04/09/2024

To

The Principal  
All Schools affiliated to CBSE.  
(Through the CBSE website)

It is a very important communication. All Principals are requested to please read it, understand and take the necessary action.

**Subject: Submission of List of Candidates (LOC) for Class X/XII Examination- 2024-25- reg**

Madam/Sir,

Submission of the List of Candidates (LOC) for Class X and XII is a critical activity towards preparation for the conduct of the Board's Examinations every year. For the session 2024-2025, the activity of submission of data of eligible candidates through LOC shall start on **5<sup>th</sup> September 2024 (Thursday)**. Submission of LOC shall be done through the Pariksha Sangam link given on the **CBSE website <https://cbse.gov.in>**.

Submission of the **LOC within the schedule is compulsory**. Further, the submission of **correct data of the students is highly important to avoid future complications for the smooth conduct of the examinations**. The schools are therefore requested to plan the **timely and correct** submission of data of the students for submission of the LOC.

**The following actions are to be taken for registration of students in the List of Candidates: -**

1. There are various details/information/data in the list of candidates, and without understanding it correctly, schools will not be able to fill in the LOC correctly. It is therefore requested that a meeting be convened by the principal with the following:-
  - (i) Class Teachers collecting data of their students
  - (ii) Any other official(s) involved in LOC submission
  - (iii) Official responsible for uploading data on the CBSE portal
  - (iv) Main official responsible for submission of LOC
  - (v) Any other official as per the requirements of the school
2. A briefing meeting may also be convened with the students of Class X and Class XII to inform the following: -
  - (i) The importance of submission of the correct data in LOC
  - (ii) The importance of submission of correct subject names in the LOC
  - (iii) The role and responsibility of the students and their parents in the submission of correct data and correct subjects in the LOC
  - (iv) Consequences of wrong submission of data in LOC.
3. A communication about the importance of submission of correct data of the students, correct subjects offered, consequences of the mistakes committed and the role and responsibility of the parents in the accurate submission of the LOC be sent to the parent.
4. Only those students shall be allowed to appear for Class X and XII Board's Examinations in session 2024-25, whose names will be submitted through the online process of submission of LOC as explained in this circular.



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



5. **Principals/Schools should ensure that: -**

- (i) Candidates sponsored are their own regular and bonafide students only.
- (ii) No bonafide student's name is left unsponsored.
- (iii) Students are not from any unauthorized/unaffiliated schools.
- (iv) Students are regularly attending classes in the school.
- (v) Students are not registered with any other School Education Board in addition to CBSE.
- (vi) The students are eligible to appear in the Board's Examinations for classes X and XII as per provisions of Examination Bye-laws.
- (vii) In the case of students of Class-XII, it is essential to confirm that they have passed their Class-X examination from a recognized School Education Board only on or before the academic year 2023.

**The essence of the issue is that all those students who are eligible as per Examination Bye-Laws of the CBSE should only be sponsored for Board examinations. In this context, your attention is also invited to provisions of para 14.2 of the Affiliation Byelaws-2018, which are as follows: -**

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

- 14.2.1 Every affiliated school shall present a list of the number of students and their particulars in respect of Classes IX, X, XI & XII at the time of the 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 of affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
- 14.2.6 The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidate candidates for the Secondary and Senior Secondary examinations of the CBSE only."

6. All schools need to ensure that byelaws/rules of the CBSE are being followed in letter and spirit for submission of the List of Candidates, availability of classrooms, and the teachers. In a section 40 students are allowed and the section teachers ratio is 1: 1.5. Further, the number of sections cannot exceed the number permitted by the Board.

**However, section strength up to 45 students per section has been permitted by the Board for three years only (2024, 2025 & 2026) on account of (i) transfer of the parents from one station to another and the students are likely to join in a class in mid-session and (ii) students who fall under essential repeat (ER) category. However, these exceptions shall be available on a case-to-case basis. (Refer to Circular no. CBSE/AFF/Circular/135755/2024/310 dated 31.05.2024 - web-link: [https://www.cbse.gov.in/cbsenew/documents/Circular\\_Amendment\\_Aff\\_01062024.pdf](https://www.cbse.gov.in/cbsenew/documents/Circular_Amendment_Aff_01062024.pdf))**

**All schools are therefore advised to go through the circular meticulously and fill in the data in the OASIS accordingly.**



7. All schools need to complete the registration process before proceeding with online submission. Schools will use the 'Affiliation Number' as a user ID, already available to them.
8. The newly affiliated schools that have not received their password or instructions, should contact the concerned Regional Office of the CBSE for obtaining the same. Upon receiving the password, schools are advised to change the password for future use and keep it confidential to avoid misuse. Maintaining the security & confidentiality of the password shall be the sole responsibility of the schools.
9. The Board is extending several exemptions/concessions to candidates with disabilities as defined in the "The Rights of Persons with Disabilities Act 2016". In this context, the schools may refer to the communications available on link [https://www.cbse.gov.in/cbsenew/Examination\\_Circular/2019/5\\_CIRCULAR.pdf](https://www.cbse.gov.in/cbsenew/Examination_Circular/2019/5_CIRCULAR.pdf)

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

**Schools will ensure that the names of all such students are sponsored by taking necessary action and approvals. Requests from the schools and students will not be accepted once the schedule is over and LOC is submitted.**

#### **FEATURES OF ONLINE SYSTEM FOR SUBMISSION OF LOC**

10. Before proceeding with the submission of LOC, existing schools shall have to update the data on the OASIS & HPE Portal.
11. Only those TGTs/PGTs who are teaching Classes IX-X/XI-XII respectively should be listed as TGT/PGT to ensure the appointment of eligible evaluators for quality evaluation. Accordingly, in OASIS, the classes taught by the teachers need to be clearly filled in by the schools. The names of the teachers who have left the school shall be deleted from the data. Simultaneously the names of teachers whose names do not figure in the existing data shall be included. It is the responsibility of the schools to update the data in the OASIS correctly.
12. 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 considered incorrect data provided by the schools. No salutations etc. shall be prefixed with the names.
13. **New Schools have to:-**
  - (i) First, enter the information on the OASIS portal
  - (ii) Thereafter, they will submit the data on the HPE portal.
  - (iii) After completing activities (a) & (b) above, they can submit LOC data.
14. The information on OASIS should be filled in very carefully as schools **will not be allowed to change the declared section/strength** of students after submission of LOC.
15. 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. In case, schools will not relieve their teachers, CBSE will be at liberty to initiate strict action against the school.
16. Schools will be able to finalize LOC data only when they have first submitted data on the HPE portal. The link of the HPE portal is available on the CBSE website. A confirmation number will be generated after the successful filling of data on the HPE portal. Schools are requested to keep this confirmation number safe for future reference.

17. Schools who had not uploaded the photographs of their students in Class IX/XI registration shall have to upload the same before the final submission of LOC. Newly affiliated schools shall also have to upload photographs of their bonafide students. The correct procedure for uploading the photographs is given in ANNEXURE-E. The schools will also ensure that correct photograph against each student has been uploaded.
18. It may be noted that while submitting LOC for classes X and XII, schools will be shown the data of the same students which was submitted by them in the 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 to the school in Class X/XII under the "DIRECT ADMISSION" category ONLY AFTER obtaining due approval from the concerned Regional Office as per the Board's rules.
19. Schools shall have to complete the LOC submission process Online only. The facility of data filling in downloadable Excel files is not available in the LOC submission module as only minor corrections are allowed in LOC.
20. Students of Class X/XII of the previous academic session seeking re-admission in respective class shall be considered as RE-ADMISSION cases and the procedure as defined for DIRECT ADMISSION cases will be applicable and thus the same be followed by the schools. This means that due approval is to be obtained from the concerned Regional Office as per Board rules.
21. As per Rule 6.1(a) (iii) of the Examination Bye-Laws, the 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.
22. Many organizations and States are awarding scholarships based on the financial status of the students. Accordingly, information about the annual income of the parent(s) may be collected as given by them. Schools should not demand ITR/other income proof etc. from parents.
23. As per Affiliation Bye-laws, schools can offer any academic subject in Classes XI and XII except the subjects requiring laboratory work. **In the subjects where laboratory work is involved, the school is required to seek approval, in case the same has not been obtained earlier.** Academic subjects in which laboratory work is not required could be offered by updating the same in the OASIS.
24. 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.
25. In accordance with the Scheme of studies, the Board has prescribed a list of valid/invalid combinations of subjects. Schools should check the combination of subjects before filling in the subjects in the LOC as per ANNEXURE-H (for Class X) and ANNEXURE-K (for Class XII).
26. 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.
27. In earlier years, schools were required to send the signed copy of the finalized data of LOC of class X/XII to the concerned Regional Office. From the year 2021 onwards, this practice has been done away with. Now, LOC will be uploaded on the system provided with the E-signature linked with the Aadhaar of the Principal. It may be ensured that the data uploaded is fully correct. No updation of data will be permitted by the CBSE after its final submission.



28. **No window for correction in the uploaded data will be made available. Uploading correct data is the responsibility of the school/student concerned.**
29. The link for submission of the online form for Private/2nd chance Compartment candidates will be made available separately.
30. Now, for the online submission of LOC, sufficient time is being given. Schools may upload the data at their convenience but within the schedule only. They can upload the data on several occasions and save it. However, they need to submit the data on or before the last date alongwith the fee. No change in the data will be allowed once it is submitted.
31. The online submission shall close at 11.59 midnight on the designated last 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 the server on account of heavy load on the internet on the penultimate day or because of any other reason.
32. The last date for each activity is fixed and no extension will be made on the last date. Hence, schools are requested to complete the activity within the scheduled date and time.
33. 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.
34. In the event of any difficulty, the concerned Regional Office may be contacted.

**WHILE UPLOADING DATA, SCHOOLS SHOULD DOUBLY ENSURE THE CORRECTNESS OF THE FOLLOWING: -**

35. The spelling of the name of the student/mother/father/guardian is correct and is as per the Admission & Withdrawal Register maintained by the school.
36. The date of birth is correct and is as per the Admission & Withdrawal Register maintained by the school.
37. Subject combinations are correct and as per the Scheme of Studies. 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),  
Mathematics (041), Applied Mathematics (241).

Many schools approach the CBSE to change the subjects after submission of LOC and also just before the examinations. Such requests shall not be accepted and subjects will not be changed. In case of any laxity against the rules and instructions issued by the CBSE at the end of the school will constitute as violation and the CBSE will be at liberty to take action against the school.



## COMMON MISTAKES COMMITTED BY THE SCHOOLS

38. (i) Submitting incorrect data and subjects of the students  
(ii) Not submitting LOC at all  
(iii) All the students are not sponsored and at a later stage request is made to the CBSE  
(iv) Providing direct admission without the approval of the CBSE  
(v) Giving various excuses that because of the demise of the uncle of the clerk assigned the duty of submitting LOC left the station without any information to the Principal, the teacher responsible for LOC submission was not well and hence, missed the LOC submission etc. No excuse will be accepted by the CBSE. All principals are directed to seek the report from the concerned teacher/ official each day from the 5 days before the last date about the status of the submission of LOC and the fee payment. It is the first responsibility of the Principal to ensure that the LOC of all eligible students with correct data is submitted within schedule.  
(vi) The wrong category of the student is submitted. Please see Annexure-B before submission of LOC. No result will be changed on the issue of the category after the result is declared.  
(vii) Data of the two same name students is submitted wrongly.

## SUBMISSION OF DATA IN OASIS

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

## SYLLABUS AND SCHEME OF STUDIES

40. The board has prescribed a scheme of studies which is available in the Curriculum on the link [https://cbseacademic.nic.in/curriculum\\_2025.html](https://cbseacademic.nic.in/curriculum_2025.html) for Secondary and Senior Secondary classes. Schools are required to offer the subjects in accordance with the Scheme of Studies only. Subject combinations against the policy/ scheme of studies of the CBSE will not be accepted by the Board.

It is expected that the schools will read the guidelines carefully, collect the correct data of the students & submit the same 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>.

CBSE will be issuing FAQ's and reminders to all the schools on the important action to help them and also submission of LOC within schedule. Even after that if any school fail to fulfil their responsibility, no request will be accepted and the school/ Principal will be responsible for the same and appropriate action will be taken by the Board against them.

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CBSE has also issued two circulars. One regarding the submission of correct data and subjects in LOC and no permission to correct the student's data and the subjects after submission of LOC and another about the decision of the CBSE to discontinue issuing hard copy of Migration Certificate to the students. These circulars may also be read for needful and action be taken accordingly.

All Principals are therefore requested to kindly read and understand this communication well to avoid any problems at a later stage.

Yours faithfully,



(Dr. Sanyam Bhardwaj)  
Controller of Examinations

**Enclosures:-**

<b>ANNEXURE A</b>	Fee details for submission of LOC in Class X/XII
<b>ANNEXURE B</b>	Categories of students appearing through schools
<b>ANNEXURE C</b>	Summary of activities for submission of the list of candidates (LOC)
<b>ANNEXURE D</b>	Procedure for online filling of the list of candidates for X and XII
<b>ANNEXURE E</b>	Steps for scanning and uploading photographs
<b>ANNEXURE F</b>	Scheme of studies class X
<b>ANNEXURE G</b>	Subject list for class X
<b>ANNEXURE H</b>	Examples of subject combinations for class X
<b>ANNEXURE I</b>	Scheme of studies class XII
<b>ANNEXURE J</b>	Subject list for class XII
<b>ANNEXURE K</b>	Examples of subject combinations for class XII

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

## ANNEXURE-A

FEE DETAILS FOR LOC for CLASS X/XII 2024-25					
Fee Slab	Examination Fee to be remitted per Student in INR			Schedule for submission of LOC	Schedule for Fee payment
	India	Nepal	Other Countries		
	X and XII	X and XII	X and XII		
Without late fee	Rs. 1500/- per candidate for 05 subjects.*	Rs. 5,000/- per candidate for 05 subjects.	Rs. 10,000/- per candidate for 05 subjects.	05.09.2024 (Thursday) to 04.10.2024 (Friday)	Date of finalization of LOC data +4 days (As per illustration)
	Rs. 300/- per subject per candidate for additional subjects.	Rs. 1000/- per subject per candidate for additional subjects.	Rs. 2000/- per subject per candidate for additional subjects.		
	* Rs. 1200/- per candidate for 05 subjects for SC/ST candidates of government schools of Delhi.				
With Late fee	Late Fee of Rs. 2000/- per candidate in addition to the normal fee prescribed above			05.10.2024 (Saturday) to 15.10.2024 (Tuesday)	Date of finalization of LOC data +4 days (As per illustration)
Practical Fee	<b>For Class-XII only.</b> Rs. 150/- per practical subject per candidate for schools in India and Nepal. Rs. 350/- per practical subject per candidate for schools in abroad.				
Migration Certificate	CBSE will not issue a hard copy of the Migration Certificate as a compulsory practice. As per the need, students can apply online after the result declaration to obtain the same. However, a soft copy of the Migration Certificate will be made available immediately after the result declaration for class XII students. A circular has been issued separately by the CBSE in this regard.				
<i>Visually Impaired candidates are exempted from payment of examination fees for classes X and XII.</i> The fee will be accepted only in the online mode prescribed by the CBSE. No fee in offline mode, direct deposit in the bank account etc will be accepted and this fee will not be updated in the school accounts consequently LOC will not be accepted by the Board.					



### ILLUSTRATION FOR CALCULATING LATE FEE

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

- (a) If students' details are entered and finalized **on or before 30.09.2024**, the school can pay the fee till **04.10.2024** without late fee. Thereafter late fee shall be applicable.
- (b) If students' details are entered and finalized on **01.10.2024**, the school can pay the fee till **05.10.2024** without late fee. Thereafter late fee shall be applicable.
- (c) If students' details are entered and finalized on **02.10.2024**, the school can pay the fee till **06.10.2024** without late fee. Thereafter late fee shall be applicable.
- (d) If students' details are entered and finalized on **03.10.2024**, the school can pay the fee till **07.10.2024** without late fee. Thereafter late fee shall be applicable.
- (e) If students' details are entered and finalized on **04.10.2024**, the school can pay the fee till **08.10.2024** without late fee. Thereafter late fee shall be applicable.
- (f) For Registration with late fees, +4 days from the date of finalization of Registration data will be applicable in the same way as given in (a) to (e) above.

***It may be noted that if the data of registration of students is not finalized by 04.10.2024, late fee will be applicable. The time window of +4 days is only available for depositing fee after the FINALIZATION of data. The finalization of data is an activity subsequent to entry/upload of students' registration data.***

### FEE PAYMENT METHOD

- |     |  |
|-----|--|
| (A) | <p><b>Fees for all activities are accepted only through the following digital payments modes by CBSE:-</b></p> <p><b>In India</b>        -        Debit Card / Credit Card / NEFT / RTGS</p> <p><b>Foreign</b>         -        Debit Card / Credit Card / SWIFT</p>   |
| (B) | Before payment of the fee, schools can take the print of LOC in the form of checklist. Once fee is paid, the 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) | <p>In case of Bank related transactions or non-updation of Fees on the server, the schools should contact the respective Bank through which payment was made. Contact details of Banks are given on the CBSE website. Generally, Bank shall be requiring the following information to resolve the issue of non updation of fees hence, be kept ready before getting in touch with the Bank:-</p> <ul style="list-style-type: none"> <li>(i) Mode of Payment</li> <li>(ii) Fee Reference No.</li> <li>(iii) Amount deposited</li> <li>(iv) Date of deposit</li> <li>(v) Branch where amount was deposited</li> <li>(vi) Bank reference number (Transaction ID as reflected in Bank account)</li> <li>(vii) Your contact number</li> </ul> |

### CATEGORIES OF STUDENTS APPEARING THROUGH SCHOOLS

Based on the different rules of eligibility for appearing in the Board's examination, students have been categorized into 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 requests 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 the following 03 categories the students who would be mentioned by schools in LOC -

(A)	<p><b>Regular candidates – Category 'FS'</b></p> <p>Students who are bonafide regular students of the school and will be appearing for the first time for the examination are called Regular candidates.</p>
(B)	<p><b>Fail/Essential Repeat candidates – Category 'ER'</b></p> <p>(i) Candidates who have appeared in the previous year and have been declared as 'FAIL/ESSENTIAL REPEAT' can re-appear for the examination in the following two manner:-</p> <p style="margin-left: 40px;">(a) As a Private Candidate (Apply at the start of separate LOC)</p> <p style="margin-left: 40px;">(b) As a Regular candidate through school (LOC will be submitted alongwith regular candidates and the school will take permission from CBSE for direct admission in Class X/XII as the case may be)</p> <p style="margin-left: 40px;">Candidates who are studying in the school as regular students to pass the examination shall appear in all the subjects as per the scheme of studies and shall have to complete their attendance requirement. <b>They shall appear in practical/project/IA also.</b></p> <p style="margin-left: 40px;">(c) 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 candidates can also appear as Regular candidates 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 students to pass the examination shall have to complete their attendance requirement. <b>They shall appear in practical/ project/IA also.</b></p>
(C)	<p><b>Improvement of Performance – Category 'I'</b></p> <p>Candidates who have passed the examination in the previous year can appear to improve their performance in the subsequent year only. Such candidates can appear as Private candidates or as Regular candidates through school. Candidates who are studying in the school as regular students to improve their performance shall appear in all the subjects they had appeared in the previous year and shall have to complete their attendance requirement. <b>Their previous year's practical/project/IA marks will be carried over.</b></p>

## ANNEXURE-C

<b>SUMMARY OF ACTIVITIES TO BE DONE FOR SUBMISSION OF THE LIST OF CANDIDATES (LOC) X AND XII</b>		
The following Steps 1 to 12 are to be followed in sequence for online submission of details.		
<b>Steps</b>	<b>Activities for List of Candidates (LOC)</b>	<b>Nature of Activity</b>
1	Updation/Submission of data on the OASIS portal	Online
2	Health and Physical Education data submission on the HPE portal	Online
3	Registration on the LOC portal.	Online
4	Login	Online
5	Checklist Printing of last year's registered candidates of IX & XI from the portal	Online
6	Checking of Checklist and correction to be marked on Checklist: (a) Correction in candidate's details (b) Addition of Candidates: ➤ For Improvement of Performance ➤ New admissions /Transfer cases from other schools in X/XII ➤ those who have not Qualified/ Passed class X/ XII but wish to repeat in all 5/6/7 subjects as a regular candidate (c) Deletion of Candidates: ➤ Transfer cases to other schools, ➤ Failures in Class IX/XI (d) Whether any correction is required in the photograph of any candidate	Manual
7	Updation of corrections, marked on the checklist on the LOC Portal	Online
8	Checklist Printing of List of Candidates (LOC) – Class X / XII from the portal	Online
9	Uploading of Photographs & Signature	Online
10	Finalization of Data	Online
11	Fee Payment	Online
12	Printing of Final List of Candidates (LOC)	Online

PROCEDURE FOR ONLINE FILLING OF LIST OF CANDIDATES FOR X AND XII													
A	<b>Login:</b> Only Registered schools are permitted to log in.												
B	<p><b>Checklist Printing of last year's Registered candidates from the portal i.e.:</b></p> <p>(a) The details of candidates submitted by the school for registration at the time of Class IX/XI the previous year will be available on the portal</p> <p>(b) Heading of this List will be '<b>CHECKLIST of last year's Registered CANDIDATES and ELIGIBLE for CLASS X/XII Examinations</b>'</p> <p>(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".</p> <p>(d) The school should print these 2 lists before going to the next step.</p>												
<b>CHECKING OF DETAILS OF CANDIDATES FOR LIST OF CANDIDATES (LOC):</b>													
C	<p><b>Checking of checklist and corrections to be marked on the checklist:</b></p> <p>(a) The printed checklist has data from last year's IX/XI students who will now appear in X/XII.</p> <p>(b) Schools should check student details in the List with the Original Admission and Withdrawal register (AWR), Subject Code, and Subject Name offered by the candidate. Photographs of candidates printed in the Checklist are also to be checked. Any Correction/ Addition/Deletion be marked in the checklist.</p> <p>(c) <b>Schools 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 checklist.</b></p> <p>(d) If there is a need to add a few students and delete some students School must do the deletion first because it will create space for addition.</p>												
D	<p><b>Deletion of Candidates:</b></p> <table border="1"> <thead> <tr> <th>Reasons for Deletion</th> <th>Code for Deletion</th> </tr> </thead> <tbody> <tr> <td>Essential Repeat in Class IX/XI</td> <td>Essential Repeat</td> </tr> <tr> <td>Transfers from your school to other Schools</td> <td>TRANSFER</td> </tr> </tbody> </table> <p><b>Note:</b> Reasons for deletion must be provided as per Code for Deletion in the remark column on the server. Details of these candidates must be noted down.</p>	Reasons for Deletion	Code for Deletion	Essential Repeat in Class IX/XI	Essential Repeat	Transfers from your school to other Schools	TRANSFER						
Reasons for Deletion	Code for Deletion												
Essential Repeat in Class IX/XI	Essential Repeat												
Transfers from your school to other Schools	TRANSFER												
E	<p><b>Addition of Candidates:</b></p> <table border="1"> <thead> <tr> <th>Reasons for Additions</th> <th>Code for Addition</th> </tr> </thead> <tbody> <tr> <td>New admissions –</td> <td></td> </tr> <tr> <td>Transfers from other CBSE Affiliated Schools –</td> <td>TRANSFER</td> </tr> <tr> <td>Transfers from Schools not affiliated to CBSE</td> <td>DIRECT</td> </tr> <tr> <td>Improvement of Performance – those who have qualified/ Passed Class X/XII and will be appearing for Improvement of Performance in all the subjects.</td> <td>IMPROVEMENT</td> </tr> <tr> <td>Those who have not Qualified Class X/ XII previously and will be appearing as regular candidates by repeating in all the subjects again.</td> <td>ESSENTIAL REPEAT</td> </tr> </tbody> </table> <p><b>IMPORTANT:</b></p> <p>(i) Schools should seek permission from the concerned Regional Office for the addition of candidates</p> <p>(ii) Regional Offices will give permission after updating the number of candidates on the portal from the school concerned.</p> <p>(iii) Reasons for additions must be provided as per the Code for Addition in the remark column on the portal. Details of these candidates must be noted down.</p>	Reasons for Additions	Code for Addition	New admissions –		Transfers from other CBSE Affiliated Schools –	TRANSFER	Transfers from Schools not affiliated to CBSE	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
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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												

F	<p><b>Photographs of Candidates: If wrong or not legible/ clear or not available</b></p> <p>(i) If the photograph printed in the checklist is wrong or cloudy/not identifiable or not available, the scanned photograph be uploaded online again.</p> <p>(ii) The photograph should be in high contrast with a white background (passport size preferably black &amp; white) photograph. The name of the students along with the date of taking the photograph (the photograph should have been taken on or after 1.4.2022) must be indicated on the photograph.</p> <p>(iii) The photograph scanned should be stored in JPG Format with Registration No. as the filename of the photograph. The Registration No. is printed in the checklist against the candidate's details. Example: If the 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</p> <p>(iv) Photographs be uploaded using the option "Uploading of Photograph"</p>
G	<p><b>Corrections marked on the checklist are to be made on the portal:</b></p> <p>Marked corrections including uploading of photographs must be carried out by typing on a computer/laptop connected to the CBSE website by choosing the option "<b>Correction of Candidates Details including photographs, if any</b>".</p>
H	<p><b>Correction of Candidate's details including photographs, if any:</b></p> <p>This activity has three options <b>MODIFY/CORRECT, ADD and DELETE</b>. Corrections marked in the checklist can be carried out on the server as follows:</p>
	<p><b>MODIFY/CORRECT for making corrections:</b></p> <p>(i) <ul style="list-style-type: none"> <li>• To carry out individual corrections in the Name/subject/other details of the candidate: Corrections in the already submitted details of the candidate can be made. The Serial No. printed against the candidate's details in the checklist be typed and the candidate's details shall be displayed on the screen. Required correction/ modification can be typed against the particular details.</li> </ul></p>
	<p>(ii) <b>ADD:</b> For adding details of any left-out Candidates/ new admissions.</p> <p>(iii) <b>DELETE:</b> For deleting/ removing already available details of the candidate from the list.</p> <ul style="list-style-type: none"> <li>• Serial No. of the Candidate printed on the Checklist be entered and the details of the candidate are displayed.</li> <li>• Press 'Delete' button to delete the details</li> <li>• Details once deleted cannot be recovered and has to be entered again if needed by using the ADD option.</li> </ul>
I	<p><b>Print Check List of List of Candidates again</b> by choosing the option "Checklist Printing of List of Candidates (LOC) with photographs".</p>
<p><b>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 the candidate being sponsored in X/XII is not swapped with any other candidate who has been registered in class IX/XI. While making corrections in subjects (where the change of subject from IX/XI is involved) schools should ensure the 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 additions/corrections are not supported with requisite approval from the CBSE, the candidature of such students in the X/XII Board Examination may be rejected at any stage, besides action against the school involved in such malpractice.</b></p>	

J	<p><b>Uploading of Photographs.</b> If the Photograph of Anil Kumar is wrong or not legible/clear or not available whose Registration No. is A119/03001/0057. A photograph of Anil Kumar scanned and stored as A11930010057.jpg has to be uploaded as follows:</p> <ul style="list-style-type: none"> <li>(i) Serial No. of Candidate printed on the Checklist be entered and the details of the candidate and photograph if available in the server are displayed.</li> <li>(ii) Photographs of this candidate can be uploaded by choosing the photograph of this candidate stored on the school's computer.</li> </ul>
K	<p><b>Checklist Printing of List of Candidates (LOC) with photographs:</b></p> <ul style="list-style-type: none"> <li>(i) Schools shall print a list of the submitted details of candidates by choosing the option “<b>Checklist Printing of List of Candidates (LOC) with photographs</b>” using a printer attached to the school's computer.</li> <li>(ii) <b>The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.</b></li> <li>(iii) The heading of this List will be ‘<b>CHECKLIST OF CANDIDATES FOR LOC FOR CLASS__</b>’</li> </ul>
L	<p><b>Finalization of Data (Ensure all corrections have been made before finalization):</b></p> <ul style="list-style-type: none"> <li>(i) When all corrections have been carried out and the list is error-free, the Finalisation of data can be done. Finalization 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.</li> <li>(ii) Fee shall be applicable as per fee schedule i.e., the date on which the data is finalized is taken for the purpose of fee calculation.</li> <li>(iii) After finalization of data, the addition of more candidates is possible provided the date for submission of details is within the schedule and the fee shall have to be remitted as per the fee schedule.</li> </ul>
M	<p><b>Printing of Final List of Candidates (LOC):</b></p> <ul style="list-style-type: none"> <li>(i) Schools shall take printouts of the final list of Candidates submitted. The Final list has a provision for printing candidates' details. The final list cannot be generated without the submission of fee details.</li> <li>(ii) <b>The school shall obtain the signature of the Mother, the signature of the Father and the signature of the candidate to confirm the name, father name, and mother's name are correct.</b></li> <li>(iii) The heading of this List will be ‘<b>FINAL LIST OF CANDIDATES FOR CLASS __</b>’.</li> <li>(iv) The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.</li> <li>(v) Obtain signatures of candidates on the final list.</li> </ul>

### STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

#### PHOTO TYPE

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



**KULWANT SINGH**  
01/04/2024

#### METHOD OF UPLOADING PHOTOGRAPH

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

##### (B) **Single Photo Scanning Method**

- (i) Scan the photograph of the candidate and save it as a jpg file
- (ii) Please ensure that the size of the photo is passport size within 40 kb limit
- (iii) Save the photograph with a registration number of the candidate
- (iv) Collect all photographs in one folder
- (v) Got to CBSE website and login in Registration/LOC portal
- (vi) Go to photo upload option
- (vii) Select the class for which photograph is to be uploaded and generate list
- (viii) Click on the browse button provided against each candidate
- (ix) Select the photograph from the folder and click on upload button
- (x) Repeat the above step until all photos are upload

##### (C) **Multiple Photo Scanning Method**

- (i) Ensure that all photos are of the same size
- (ii) Draw boxes (for 04 or 05 photos in a row) on the plain paper and paste photos in the boxes and scan the page.
- (iii) Now open the scanned jpg file in Photoshop/paint or any image editing software
- (iv) Resize the complete image to 1500×1200 pixels
- (v) Select one candidate's photo from the scanned image by image selection tool and copy it by using Ctrl + C
- (vi) Open a new file in the image editor and paste the selected photograph
- (vii) Save the new file as jpg file in the photograph folder. Name this file on candidate's registration number.
- (viii) Repeat this step for all the photographs available in the sheet.
- (ix) Go to CBSE website and log-in 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 data is finalized
- (iv) After finalization photos cannot be change

**SCHEME OF STUDIES  
SECONDARY SCHOOL EXAMINATION (CLASS X)  
2024-2025**

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

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

**Important Instructions: -**

(i)	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.
(ii)	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.
(iii)	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.
(iv)	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).



(v)	Students offering additional sixth skill subject can also offer an additional language III/ subject as 7th subject.
(vi)	Wherever a restriction on the number of candidates has been imposed by CBSE, the school cannot exceed such a limit of number of candidates. In such cases, if need be, prior permission may be obtained from the Affiliation Unit after adopting due process.
(vii)	Board has prescribed scheme of studies which is available in the Curriculum on the link <a href="http://cbseacademic.nic.in">http://cbseacademic.nic.in</a> for Secondary and Senior Secondary classes. Schools are required to offer the subjects (subject to permission by the Board) in adherence with the Scheme of Studies only.
(viii)	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.
(ix)	It has been observed in the 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.
(x)	If there is a violation of the scheme of studies, the data uploaded will show error on the server after uploading. The error will be rectified only after choosing correct subject combinations.

**\*\* Scheme of Studies for Children with Special Needs (CWSN) -**

Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2016 have the option of studying one compulsory language instead of two. The scheme of studies will be as under-

Subjects		Name of Subjects
Compulsory	Subject-1	Language Hindi - A or Hindi - B or English Language and Literature or English Communicative
	Subject-2	A language from Group-L or any one subject from Group - A1 and A2
	Subject-3	Any one subject from Group - A1 and A2
	Subject-4	Any one subject from Group - A1 and A2
	Subject-5	Any one subject from Group - A1 and A2
Additional Subjects Optional	Subject-6	Skill subject (from the group of Skill subjects except Automotive) (Group-S)
	Subject-7	Language III (Other than language at subject - 1 and subject - 2) /Any Academic subject (Group-A2) other than opted above
Subjects of Internal Assessment	Subject-8 and 9	Art Education, Health & Physical Education and Work Experience (Assessment and certification at school level)

**SUBJECT LIST  
CLASS-X (2024-25)**

S.No.	CLASS	SUB	SUBJECT NAME	
<b>LANGUAGE (GROUP-L)</b>				
1	10	002	HINDI COURSE - A	Any One
2	10	085	HINDI COURSE - B	
3	10	101	ENGLISH (COMMUNICATIVE)	Any One
4	10	184	ENGLISH (LANG & LIT)	
5	10	003	URDU COURSE-A	Any One
6	10	303	URDU COURSE-B	
7	10	004	PUNJABI	
8	10	005	BENGALI	
9	10	006	TAMIL	
10	10	007	TELUGU	Any One
11	10	089	TELUGU-TELANGANA	
12	10	008	SINDHI	
13	10	009	MARATHI	
14	10	010	GUJARATI	
15	10	011	MANIPURI	
16	10	012	MALAYALAM	
17	10	013	ODIA	
18	10	014	ASSAMESE	
19	10	015	KANNADA	
20	10	016	ARABIC	
21	10	017	TIBETAN	
22	10	018	FRENCH	
23	10	020	GERMAN	
24	10	021	RUSSIAN	
25	10	023	PERSIAN	
26	10	024	NEPALI	
27	10	025	LIMBOO	
28	10	026	LEPCHA	
29	10	088	BHOTI	
30	10	091	KOKBOROK	
31	10	092	BODO	
32	10	093	TANGKHUL	
33	10	094	JAPANESE	
34	10	095	BHUTIA	
35	10	096	SPANISH	
36	10	097	KASHMIRI	
37	10	098	MIZO	
38	10	099	BAHASA MELAYU	
39	10	119	SANSKRIT (COMMUNICATIVE)	Any One
40	10	122	SANSKRIT	
41	10	131	RAI	
42	10	132	GURUNG	
43	10	133	TAMANG	

S.NO.	CLASS	SUB	SUBJECT NAME	
44	10	134	SHERPA	
45	10	136	THAI	
<b>COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)</b>				
46	10	041	MATHEMATICS STANDARD	Any One
47	10	241	MATHEMATICS BASIC	
48	10	086	SCIENCE	
49	10	087	SOCIAL SCIENCE	
<b>OTHER ACADEMIC SUBJECTS (GROUP-A2)</b>				
50	10	031	CAR. MUSIC (VOCAL)	Any One
51	10	032	CAR. MUSIC MEL. INS.	
52	10	033	CAR. MUSIC PER. INS.	
53	10	034	HIND. MUSIC (VOCAL)	
54	10	035	HIND. MUSIC MEL. INS.	
55	10	036	HIND. MUSIC PER. INS.	
56	10	049	PAINTING	
57	10	064	HOME SCIENCE	
58	10	076	NATIONAL CADET CORPS (NCC)	
59	10	154	ELEMENTS OF BUSINESS	Any One
60	10	254	ELEMENTS OF BOOK KEEPING & ACCOUNT	
61	10	165	COMPUTER APPLICATIONS	Cannot be offered with 402/417 of Group-S
<b>SKILL SUBJECTS (GROUP-S)</b>				
62	10	401	RETAIL	
63	10	403	SECURITY	
64	10	402	INFORMATION TECHNOLOGY	Any One and Cannot be offered with 165 of Group-A2
65	10	417	ARTIFICIAL INTELLIGENCE	
66	10	404	AUTOMOTIVE	
67	10	405	INTRODUCTION TO FINANCIAL MARKETS	
68	10	406	INTRODUCTION TO TOURISM	
69	10	407	BEAUTY & WELLNESS	
70	10	408	AGRICULTURE	
71	10	409	FOOD PRODUCTION	
72	10	410	FRONT OFFICE OPERATIONS	
73	10	411	BANKING & INSURANCE	
74	10	412	MARKETING & SALES	
75	10	413	HEALTH CARE	
76	10	414	APPAREL	
77	10	415	MULTIMEDIA	
78	10	416	MULTI SKILL FOUNDATION COURSE	
79	10	418	PHYSICAL ACTIVITY TRAINER	
80	10	419	DATA SCIENCE	
81	10	420	ELECTRONICS & HARDWARE (New)	

S.NO.	CLASS	SUB	SUBJECT NAME
82	10	421	FOUNDATION SKILL FOR SCIENCES (New) (PHARMACEUTICAL & BIOTECHNOLOGY)
83	10	422	DESIGN THINKING & INNOVATION (New)
<p>The complete details of the subjects are available on the weblink:  <a href="https://cbseacademic.nic.in/curriculum_2025.html">https://cbseacademic.nic.in/curriculum_2025.html</a></p>			

## EXAMPLES OF SUBJECT COMBINATIONS FOR CLASS X

## VALID SUBJECT COMBINATIONS

**CASE 1**

Sub1: 184 English Lang & Lit  
 Sub2: 085 Hindi Course-B  
 Sub3: 041 Mathematics  
 Sub4: 086 Science  
 Sub5: 087 Social Science  
 Sub6: 401 Retail  
 Sub7: 006 Tamil

**CASE 4**

Sub1: 184 English Language & Lit.  
 Sub2: 002 Hindi Course-A  
 Sub3: 041 Mathematics  
 Sub4: 086 Science  
 Sub5: 087 Social Science  
 Sub6: -----  
 Sub7: 122 Sanskrit

**CASE 2**

Sub1: 002 Hindi Course-A  
 Sub2: 009 Marathi  
 Sub3: 041 Mathematics  
 Sub4: 086 Science  
 Sub5: 087 Social Science  
 Sub6: 403 Security  
 Sub7: 004 Punjabi

**CASE 5**

Sub1: 184 English Lang & Lit  
 Sub2: 006 Tamil  
 Sub3: 041 Mathematics  
 Sub4: 086 Science  
 Sub5: 087 Social Science

**CASE 3**

Sub1: 184 English Lang & Lit  
 Sub2: 002 Hindi Course -A  
 Sub3: 041 Mathematics  
 Sub4: 086 Science  
 Sub5: 087 Social Science

## INVALID SUBJECT COMBINATIONS

**CASE 1**

Sub1: 002 Hindi Course-A  
 Sub2: 004 Punjabi  
 Sub3: 041 Mathematics  
 Sub4: 086 Science  
 Sub5: 087 Social Science  
 Sub6: 402 Information Technology  
 Sub7: 165 Computer Applications **INVALID**

**CASE 3**

Sub1: 002 Hindi Course-A  
 Sub2: 021 Russian  
 Sub3: 041 Mathematics  
 Sub4: 086 Science  
 Sub5: 087 Social Science  
 Sub6: 401 Retail  
 Sub7: 404 Automotive **INVALID**

**CASE 2**

Sub1: 018 French **INVALID**  
 Sub2: 006 Tamil **INVALID**  
 Sub3: 041 Mathematics  
 Sub4: 086 Science  
 Sub5: 087 Social Science

**SCHEME OF STUDIES  
SENIOR SECONDARY SCHOOL EXAMINATION (CLASS XII)  
2024-2025**

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 a minimum of 5 subjects as under:-

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

<b>Important Instructions: -</b>	
(i)	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 classes 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, the same language cannot be offered both at Core and Elective levels.
(ii)	The first 5 subjects in the chronological order of filling the subjects in the online registration system/ Mark Sheet are considered as Main subjects.
(iii)	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.
(iv)	For candidates who take 6 subjects (5 main and 1 additional subject) and pass in all 6 subjects, the percentage is to be calculated, as per their requirement/rule, by the employer/institution/university according to the norms of the Institution/University/Employer in which the candidate will be seeking admission/employment. CBSE does not calculate and provide the percentage.
(v)	Only those subjects can be offered by the school to the students for which approval of CBSE has been obtained.
(vi)	The board has prescribed a scheme of studies which is available in the Curriculum on the link <a href="http://cbseacademic.nic.in">http://cbseacademic.nic.in</a> for Secondary and Senior Secondary classes. Schools are required to offer the subjects (subject to permission by the Board) in adherence with the Scheme of Studies only.
(vii)	CBSE does not have a concept of streams. Students can take 5/6 subjects as per the above scheme out of those listed in the curriculum and available in the school concerned. Schools admit students as per the criteria laid down by its management.

\* For concessions to CWSN Candidates, please refer to the concerned circular.

**SUBJECT LIST  
CLASS-XII (2024-25)**

**LANGUAGE (GROUP-L)**

S.NO.	CLASS	SUB	SUBJECT NAME	
1	12	001	ENGLISH ELECTIVE	Any One
2	12	301	ENGLISH CORE	
3	12	002	HINDI ELECTIVE	Any One
4	12	302	HINDI CORE	
5	12	003	URDU ELECTIVE	Any One
6	12	303	URDU CORE	
7	12	022	SANSKRIT ELECTIVE	Any One
8	12	322	SANSKRIT CORE	
9	12	104	PUNJABI	
10	12	105	BENGALI	
11	12	106	TAMIL	
12	12	107	TELUGU	Any One
13	12	189	TELUGU TELANGANA	
14	12	108	SINDHI	
15	12	109	MARATHI	
16	12	110	GUJARATI	
17	12	111	MANIPURI	
18	12	112	MALAYALAM	
19	12	113	ODIA	
20	12	114	ASSAMESE	
21	12	115	KANNADA	
22	12	116	ARABIC	
23	12	117	TIBETAN	
24	12	118	FRENCH	
25	12	120	GERMAN	
26	12	121	RUSSIAN	
27	12	123	PERSIAN	
28	12	124	NEPALI	
29	12	125	LIMBOO	
30	12	126	LEPCHA	
31	12	188	BHOTI	
32	12	191	KOKBOROK	
33	12	192	BODO	
34	12	193	TANGKHUL	
35	12	194	JAPANESE	
36	12	195	BHUTIA	
37	12	196	SPANISH	
38	12	197	KASHMIRI	
39	12	198	MIZO	



<b>ACADEMIC ELECTIVES (GROUP-A)</b>			
<b>S.NO.</b>	<b>CLASS</b>	<b>SUB</b>	<b>SUBJECT NAME</b>
40	12	027	HISTORY
41	12	028	POLITICAL SCIENCE
42	12	029	GEOGRAPHY
43	12	030	ECONOMICS
44	12	031	CAR. MUSIC VOCAL
45	12	032	CAR. MUSIC MEL·INS
46	12	033	CAR. MUSIC PER INS MRIDANGAM
47	12	034	HIND. MUSIC.VOCAL
48	12	035	HIND. MUSIC MEL INS.
49	12	036	HIND. PER INS.
50	12	037	PSYCHOLOGY
51	12	039	SOCIOLOGY
52	12	041	MATHEMATICS
53	12	241	APPLIED MATHEMATICS
54	12	042	PHYSICS
55	12	043	CHEMISTRY
56	12	044	BIOLOGY
57	12	045	BIOTECHNOLOGY
58	12	046	ENGG. GRAPHICS
59	12	048	PHYSICAL EDUCATION
60	12	049	PAINTING
61	12	050	GRAPHICS
62	12	051	SCULPTURE
63	12	052	APP/COMMERCIAL ART
64	12	054	BUSINESS STUDIES
65	12	055	ACCOUNTANCY
66	12	056	KATHAK - DANCE
67	12	057	BHARATNATYAM - DANCE
68	12	058	KUCHIPUDI - DANCE
69	12	059	ODISSI - DANCE
70	12	060	MANIPURI - DANCE
71	12	061	KATHAKALI - DANCE
72	12	064	HOME SCIENCE
73	12	065	INFORMATICS PRACTICE
74	12	083	COMPUTER SCIENCE
75	12	066	ENTREPRENEURSHIP
76	12	073	KNOWLEDGE TRADITION & PRACT OF INDIA
77	12	074	LEGAL STUDIES
78	12	076	NATIONAL CADET CORPS (NCC)

Any One

Any One

Any One

Cannot be offered with 833 of Group-S

Any One

Any One and Cannot be offered with 802 of Group-S

<b>SKILLS ELECTIVES (GROUP-S)</b>				
<b>S.NO.</b>	<b>CLASS</b>	<b>SUB</b>	<b>SUBJECT NAME</b>	
79	12	801	RETAIL	
80	12	802	INFORMATION TECHNOLOGY	Cannot be offered with 065/083 of Group-A
81	12	803	WEB APPLICATION	
82	12	804	AUTOMOTIVE	
83	12	805	FINANCIAL MARKETS MANAGEMENT	
84	12	806	TOURISM	
85	12	807	BEAUTY & WELLNESS	
86	12	808	AGRICULTURE	
87	12	809	FOOD PRODUCTION	
88	12	810	FRONT OFFICE OPERATIONS	
89	12	811	BANKING	
90	12	812	MARKETING	
91	12	813	HEALTH CARE	
92	12	814	INSURANCE	
93	12	816	HORTICULTURE	
94	12	817	TYPOGRAPHY & COMPUTER APPLICATION	
95	12	818	GEOSPATIAL TECHNOLOGY	
96	12	819	ELECTRICAL TECHNOLOGY	
97	12	820	ELECTRONIC TECHNOLOGY	
98	12	821	MULTIMEDIA	
99	12	822	TAXATION	
100	12	823	COST ACCOUNTING	
101	12	824	OFFICE PROCEDURES & PRACTICES	
102	12	825	SHORTHAND (ENGLISH)	
103	12	826	SHORTHAND (HINDI)	
104	12	827	AIR-CONDITIONING & REFRIGERATION	
105	12	828	MEDICAL DIAGNOSTICS	
106	12	829	TEXTILE DESIGN	
107	12	830	DESIGN	
108	12	831	SALESMANSHIP	
109	12	833	<b>BUSINESS ADMINISTRATION</b>	Cannot be offered with 054 of Group-A
110	12	834	FOOD NUTRITION & DIETETICS	
111	12	835	MASS MEDIA STUDIES	
112	12	836	LIBRARY & INFORMATION SCIENCE	
113	12	837	FASHION STUDIES	
114	12	841	YOGA	
115	12	842	EARLY CHILDHOOD CARE & EDUCATION	
116	12	843	ARTIFICIAL INTELLIGENCE	

S.NO.	CLASS	SUB	SUBJECT NAME	
117	12	844	DATA SCIENCE	
118	12	845	PHYSICAL ACTIVITY TRAINER	
119	12	846	LAND TRANSPORTATION ASSOCIATE	
120	12	847	ELECTRONICS AND HARDWARE	
121	12	848	DESIGN THINKING AND INNOVATION	
<p><b>The complete details of the subjects are available on the weblink:</b>  <a href="https://cbseacademic.nic.in/curriculum_2025.html">https://cbseacademic.nic.in/curriculum_2025.html</a></p>				

EXAMPLES OF SUBJECT COMBINATION FOR CLASS XII	
VALID SUBJECT COMBINATIONS	
<b>CASE 1</b> Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 048 Physical Education	<b>CASE 5</b> Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 041 Mathematics
<b>CASE 2</b> Sub 1: 301 English Core Sub 2: 048 Physical Education Sub 3: 042 Physics Sub 4: 043 Chemistry Sub 5: 044 Biology	<b>CASE 6</b> Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 302 Hindi Core
<b>CASE 3</b> Sub1:301 English Core Sub2: 302 Hindi Core Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	<b>CASE 7</b> Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 041 Mathematics Sub5: 030 Economics
<b>CASE 4</b> Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 083 Computer Science	<b>CASE 8</b> Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 065 Informatics Practice
INVALID SUBJECT COMBINATIONS	
<b>CASE 1</b> Sub1: 301 English Core Sub2: 042 Physics Sub3: 043 Chemistry Sub4: 065 Informatics Practice Sub5: 083 Computer Science <b>INVALID</b>	<b>CASE 2</b> Sub 1: 301 English Core Sub 2: 041 Mathematics Sub 3: 042 Physics Sub 4: 049 Painting Sub 5: 050 Graphics <b>INVALID</b>
<b>CASE 3</b> Sub1: 322 Sanskrit Core <b>INVALID</b> Sub2: 104 Punjabi <b>INVALID</b> Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	<b>CASE 4</b> Sub 1 : 302 Hindi Core <b>INVALID</b> Sub 2 : 002 Hindi Elective <b>INVALID</b> Sub 3 : 041 Mathematics Sub 4 : 042 Physics Sub 5 : 043 Chemistry
<b>CASE 5</b> Sub 1 : 302 Hindi Core Sub 2 : 812 Marketing <b>INVALID</b> Sub 3 : 816 Horticulture Sub 4 : 830 Design Sub 5 : 837 Fashion Studies	

\* For concessions to CWSN Candidates, please refer to the concerned circular