

Registration of students for Academic session 2013-14 in Class IX/ XI

Important	Please take print-out of the following and read them carefully before submission of details of student for Registration.
	<ul style="list-style-type: none"> ➤ Scheme of Studies –Secondary School Examination for academic session 2013-15 ➤ Information of the School required to be uploaded on School website. ➤ Instructions and Procedure for online submission of details of students for Registration and Teachers training ➤ Scheme of Studies –Senior School Certificate Examination for academic session 2013-15.

Scheme of Studies – Secondary School Examination for academic session Class IX 2013-14 and Class X 2014-15

Scholastic Areas and Co-Scholastic Areas/ Co-Scholastic Activities:

Part 1 – Scholastic Areas – Academic Performance:

Sub I & Sub II	Any two prescribed languages as per Scheme of Studies (Out of the two languages one shall be English or Hindi)
Sub III, Sub IV & Sub V	Mathematics, Science & Social Science
Sub VI	A candidate may offer any one subject from Group-C if desired
Sub VII - Additional Subject (optional)	A candidate may offer any one additional subject either language or from Group-A or Group-B, if desired. Sub VII from Group-B is permitted only if Sub VI has not been opted.

- Note:**
1. Subjects for a candidate under Scholastic Areas Part 1 in Class IX and Class X have to be same
 2. The same language cannot be offered both at the Course A/ Course B level.
 3. 165-Foundation of Information Technology and 402-INFORMATION TECHNOLOGY(O)/ 462-INFORMATION TECHNOLOGY(C) cannot be offered together
 - 4(a) Sub VI – A candidate may offer any one subject from Group-C if desired.
 - 4(b) Sub VII - A candidate may offer any one additional subject (optional) either language or from Group-A or Group-B.

Candidate with Learning Disabilities may offer:

English or Hindi and any four out of - Mathematics, Science, Social Science, Other one/ two Languages (s), Commerce, Painting, Music, Home Science and Foundation of Information Technology.

Part 2 Co- Scholastic Areas:

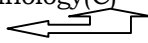


Part 2 (A) Life Skills	<ul style="list-style-type: none"> ➤ Thinking Skills : Self Awareness, Problem Solving, Decision Making, Critical and Creative Thinking ➤ Social Skills : Interpersonal Relationships, Effective Communication and Empathy ➤ Emotional Skills : Managing Emotions and Dealing with Stress
Part 2 (B) Work Education	<ul style="list-style-type: none"> ➤ Work Education : Cookery Skills, Preparation of stationery items, Tying and dyeing and screen printing, Recycling of paper, Hand embroidery, Running a book bank, Repair and maintenance of domestic electrical gadgets, Computer operation and Maintenance, Photography etc.
Part 2 (C) Visual and Performing Arts	<ul style="list-style-type: none"> ➤ Visual and Performing Arts : Music (Vocal, Instrumental), Dance, Drama, Painting, Craft, Sculpture, Puppetry, Folk Art forms etc
Part 2 (D) Attitude and Values towards	<ul style="list-style-type: none"> ➤ Teachers ➤ School-mates ➤ School Programmes and Environment ➤ Value Systems

Part 3 Co-Scholastic Activities:

<p>Part 3(A) Suggestive activities (Any two to be opted)</p>	<p>➤ 531 Literary & Creative Skills : Debate, Declamation, Creative Writing, Recitation, Essay Writing, Poster-Making, Slogan Writing etc.</p>
	<p>➤ 532 Scientific Skills Science Club, Projects, Maths Club, Science Quiz, Science Exhibition, Olympiads, etc.</p>
	<p>➤ 534 Organizational & Leadership Skills Eco Club, Health & Wellness Club, Disaster Management Leadership Skills Club, AEP and other Clubs.</p>
	<p>➤ 535 Information and Communication Technology (ICT) Skills PowerPoint Presentation, Website and Cover Page Designing, Communication, Animation, Technology (ICT) Programming, E-books etc.</p>
<p>Part 3 (B) Health & Physical Education (Any two to be opted)</p>	<p>➤ 541 Sports/Indigenous sports (Kho-Kho etc.) ➤ 542 NCC/NSS ➤ 543 Scouting and Guiding ➤ 544 - Swimming ➤ 545 - Gymnastics ➤ 546 - Yoga ➤ 547 - First Aid ➤ 548 - Gardening/Shramdaan</p>

Note: Skills under Co-Scholastic Areas-Part 2(A), 2(B), and 2(C) & 2(D) are same in Class IX and Class X. However, the candidate has option to choose any two Skills under Co-Scholastic Activities – Part 3(A) & 3(B). The Skills under Co-Scholastic Activities – Part 3(A) & 3(B) may be different in Class IX and Class X.

EXAMPLE :

Correct Subject Combination	Wrong Subject Combination
<p>CASE 1 Sub1: 101 English Comm. Sub2: 085 Hindi Course-B Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 461 Dynamics of Retailing(C) Sub7: 049 Painting</p>	<p>CASE 6 Sub1: 002 Hindi Course-A Sub2: 004 Punjabi Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 462 Information Technology(C) Sub7: 165 Foundation of IT</p>  <p>INVALID</p>
<p>CASE 2 Sub1: 184 English Comm Sub2: 002 Hindi Course-A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: - Sub7: 122 Comm. Sanskrit</p>	<p>CASE 7 Sub1: 002 Hindi Course-A Sub2: 021 Russian Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 464 Automobile Technology(C) Sub7: 404 Automobile Technology(O)</p>  <p>INVALID</p>
<p>CASE 3 Sub1: 002 Hindi Course-A Sub2: 009 Marathi Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 463 Security (C) Sub7: 004 Punjabi</p>	<p>CASE 8 Sub1: 002 Hindi Course-A Sub2: 021 Russian Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 464 Automobile Technology(C) Sub7: 403 Security (O)</p>  <p>INVALID</p>
<p>CASE 4 Sub1: 101 English Comm Sub2: 002 Hindi Course-A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: - Sub7: -</p>	
<p>CASE 5 Sub1: 184 English Comm Sub2: 002 Hindi Course-A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: - Sub7: 402 Information Technology (O)</p>	

**Subject Code and Subject Name for Secondary School Examination
for academic session Class IX 2013-14 and Class X 2014-15**

LANGUAGES	
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

COMPULSORY SUBJECTS	
CODE	NAME
041	MATHEMATICS
086	SCIENCE
087	SOCIAL SCIENCE
ADDITIONAL 6 th SUBJECTS (Group-A)	
031	MUSIC CAR.VOCAL
032	MUSIC CAR.INS.MEL.
033	MUSIC CAR.INS.PER.
034	MUSIC HIND.VOCAL
035	MUSIC HIND.INS.MEL
036	MUSIC HIND.INS.PER
049	PAINTING
064	HOME SCIENCE
165	FOUNDATION OF I T
154	ELEM. OF BUSINESS
254	ELEM BOOK-K & ACCY
354	E-TYPEWRITING-ENG
454	E-TYPEWRITING-HIN
ADDITIONAL 6 th SUBJECTS (Group-B Vocational)	
401	DYNAMICS OF RETAILING (O)
402	INFORMATION TECHNOLOGY(O)
403	SECURITY(O)
404	AUTOMOBILE TECHNOLOGY(O)
406	INTRODUCTION TO TOURISM (O)
ADDITIONAL 6 th SUBJECTS (Group-C Vocational)	
461	DYNAMICS OF RETAILING(C)
462	INFORMATION TECHNOLOGY(C)
463	SECURITY(C)
464	AUTOMOBILE TECHNOLOGY(C)
466	INTRODUCTION TO TOURISM (C)

Note : Subjects under Group-B are optional and under Group-C compulsory

**Instructions and Procedure for online
Submission of details of students for Registration and Teachers training**

- 1 Registration of Students for Class IX/XI has to be made on-line through the website www.cbse.nic.in and it is mandatory to register **all students** of Class IX/XI for academic session 2013-14,.
- 2 Registration Forms shall not be sent by the Regional Office to the school.
- 3 Registration of all students for academic session 2013-14 for Class IX/XI :
 - a) The schools affiliated with CBSE upto Secondary level (Class X) shall submit the details of all those students who are on roll in Class IX for the academic session 2013-14 in the school.
 - b) The schools affiliated with CBSE upto Sr. Secondary level (Class XII) shall submit the details of all those students who are on roll in Class IX and in Class XI for the academic session 2013-14 in the school.
- 4 **Fee details and schedule for on-line submission for Registration of students of Class IX/XI:**

Amount of Fee to be remitted per Student(**)		Schedule for On-line Submission of details of Student	Date for Receipt of Final list of Students along with Fee in the Regional Office (*)
Schools in India	Schools in Foreign		
Rs.200/- without late fee	Rs 1000/- without late fee	15 th September, 2013	22 nd September, 2013
Rs.210/- (Inclusive of late fee of Rs.10/-)	Rs.1050/- (Inclusive of late fee of Rs.50/-)	30 th September, 2013	7 th October, 2013
Rs.220/- (Inclusive of late fee of Rs.20/-)	Rs.1100/- (Inclusive of late fee of Rs.100/-)	15 th October, 2013	22 nd October, 2013
Rs.230/- (Inclusive of late fee of Rs.30/-)	Rs.1150/- (Inclusive of late fee of Rs.150/-)	30 th October, 2013	6 th November, 2013

(*) 15 days grace time in place of 7 days for receipt of Final List of Students 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 Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakshadweep and schools in foreign countries.

In case the dates mentioned above fall on a holiday/ Saturday/ Sunday, next working day shall be applicable.

() Inclusive of Problem Solving Assessment (PSA).**

5. On-line submission shall be closed after last date and no entry shall be accepted after the last date.
6. Receipt of final List of Registered Students shall be acknowledged by the Regional Office only after the receipt of fee in the shape of Demand Draft as per the schedule given on the web-site.
7. In the interest of their own students, Schools are advised to start submitting details on-line as per Instructions given on the website www.cbse.nic.in and take necessary steps so that **computer generated details along with fee in the shape of Demand Draft** reach Regional Office before the last dates and to avoid the possibility of dis-connection / inability / failure to log on to the Board's website on account of heavy load on internet / website jam.

The following Steps 1 to 10 may be followed in sequence for online submission of details.

Activities to be done for Registration before last date with / without late fee are:

Sl No.	Activities for Registration of Class IX and Class XI	Nature of Activity
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1	Registration of Schools	Online
2	Updation of School Details	Online
3	Login	Online
4	Updation of Teacher Training Details	Online
5	Preparing details of Students for Registration	Offline/ Online
6	Checklist Printing of Registered Students	Online
7	Correction of Registered List of Students, if any	Online
8	Finalisation of Data	Online
9	Submission of Fee Details	Online
10	Printing of Final List of Registration of Students	Online
11	Submission of students' Details along with Fee to Regional Office by Post	Manual

1. Registration of Schools:

The affiliated schools that are to submit details of students are required to register themselves before submission of details of students for Registration.

- Schools shall register using 'Affiliation Number' as User-Id and the password which they used last year for online submission of Class IX/X/XI and XII data.
- The newly affiliated schools will register using "Affiliation No' as User-Id and password as communicated through a confidential letter by the respective Regional Officers.
- While registering Schools are advised to **change the password** and the **changed password** may be noted for future use and keep it confidential to avoid misuse.

2. Updation of School Details:

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

Also provide Number of Candidates studying in Classes **IX/X/XI/XII** in the school during 2013-14.

Note : These details should be provided correctly as these cannot be changed later.

3. Login :

- Only Registered schools are permitted to login.
- After successful registration, Schools shall login using '**Affiliation Number**' as User-Id and '**changed password**' as Password.

4. Updation of Teacher Training Details :

This option can be used to give mandatory details about the teacher training details in the schools. This details can be filled only once hence should be done carefully. The printed hardcopy of these details should be submitted along with Final List in the concerned Regional Office.

5. Preparing Details of Students for Registration:

- In order to facilitate smooth data entry/ uploading and due to irregular internet connectivity in some of the schools as reported last year, the Board has introduced offline data entry facility in a specifically designed excel file for the purpose. The schools are requested to download the excel file by clicking the option 'Download Excel File' .

Note - UNDER NO CIRCUMSTANCES THE SCHOOLS SHOULD CHANGE THE FORMAT OF EXCEL FILE OTHERWISE THE STUDENTS DATA WILL NOT BE UPLOADED PROPERLY'

- After complete entry of the data in excel file and thorough checking , the same may be uploaded by clicking 'Upload Excel File' option.

Note – THE SCHOOLS ARE ALLOWED TO UPLOAD THE DATA THROUGH EXCEL FILE ONLY ONCE. AFTER THAT ADDITIONS ,CORRECTIONS AND DELETIONS IF ANY WILL BE MADE ONLINE ONLY.

- c. The schools shall submit carefully and meticulously the details of each student on roll during academic session 2013-14 in Class IX and Class XI separately as per the details available in the Admission and Withdrawal register of the School.
- d. The date on which the student's details are finalised shall determine the fee to be paid by the school and shall be generated automatically by the computer.

6. Check List Printing of Registered Students:

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

7 Correction of Registered List of Students:

- a. This activity has three options ADD, MODIFY, DELETE.
 - **ADD** : Details of any left out Students/ new students can be submitted.
 - **MODIFY**: Correction in the already submitted details of the student can be updated/ modified/corrected. The Record No. printed against the student's details is typed and the student's details shall be displayed on the screen. Required correction/ modification can be typed against the particular details.
 - **DELETE**: Already submitted details of the student can be removed from the list completely by typing the Record No. printed against the student's detail whose details are to be removed from the list. Student's details shall be displayed on the screen before deletion. Details once deleted can not be recovered and has to be re-entered if needed again by using ADD option.
- b. The Check List can be generated by choosing option "**Checklist Printing of Registered Students**", compared manually with the Admission and Withdrawal register and corrected by choosing option "**Correction of Registered List of Students**", any number of times till it is error-free. i.e. Options "**Submission of Details of Students for Registration**", "**Checklist Printing of Registered Students**" and "**Correction of Registered List of Students**" may be repeated to make the list error-free.

8 Finalisation of Data :

- a. When all corrections/spelling mistakes have been carried out and the list is error free, Finalisation of data is done.
- b. Finalization of data means no more correction /deletion /modification of data which have been submitted till the date of finalization of data is possible i.e. Data submitted shall be deemed as final.
- c. After finalization of data, Demand draft details for requisite fee are to be entered. 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 by 13th September and finalization of data is done on 13th September then NO late fee shall be applicable.**
 - **If students' details are entered by 15th September and finalization of data is done on 15th September then NO late fee shall be applicable.**
 - **If students' details are entered by 15th September and finalization of data is done on 16th September then late fee of Rs.10/- for each candidate shall be applicable.**
- d. After finalization of data, addition of more students is possible provided the date of submission of details is within the time schedule and fee shall be remitted as per fee schedule

9 Submission of Fee Details :

- a. Demand draft for the Requisite Fee (Registration Fee + Late Fee, if any) shall be made in favour of the Secretary, Central Board of Secondary Education, CBSE drawn on any Nationalized Bank payable at the place of Regional Office of the Board under whose jurisdiction the school is located.
- b. Details of Demand draft such as Date, Amount and Bank shall be submitted on-line.

10 Printing of Final List of Registration of Students:

- a. Schools shall take Final list of students submitted. Final list can not be generated without submission of fee details.
- b. The heading of this List will be '**FINAL LIST OF STUDENTS REGISTERED FOR CLASS___**'.
- c. Once Final list is generated, no more addition, deletions or corrections can be made on this data.
- d. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25"
- e. The Schools shall firmly affix recent high contrast passport size preferably black & white photograph of the students which clearly indicates the name of the students along with the date of taking the photograph (photograph should have been taken on or after 1.4.2013) with gum/adhesive (not to be pinned or stapled) in the space provided against student's information and obtain signature of the student in the space earmarked for it.
- f. A photocopy of the Final printout with Student's signature and photograph should be retained by the School as office copy.

11 Submission of Details to Regional Office by Post:

- a. School No., School Name and Address, Principal name and phone no, should be written on the back of the Demand Draft.
- b. Final List with student's signature and photograph along with Demand draft and duly filled and signed Certificate of Principal should reach the concerned '**Regional Officer**', **Respective Regional Office of the Board within stipulated schedule given above.**

**Scheme of Studies – Senior School Certificate Examination
for academic session Class XI 2013-14 and Class XII 2014-15**

1. Academic Stream :

Sub I	Language I :English or Hindi (Core/ Elective)
Sub II	Language II : Language other than Language I (Core/Elective) or an elective subject from Academic Electives in lieu of Language II
Sub 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

Notes:

1. Out of the languages, one shall be English or Hindi, both English and Hindi can also be offered simultaneously.
2. The same language cannot be offered both at the Core level and Elective level.

2. Vocational Stream :

Sub I	Language I :English or Hindi (Core/ Elective)
Sub II	Language II : Language other than Language I (Core/Elective) or an elective subject from Academic Electives in lieu of Language II
Sub III	an elective subject from Academic Electives or one vocational subject as prescribed under Vocational Course or any one subject from Vocational Electives under Group-A
Sub IV & Sub V	Two vocational subjects as prescribed under Vocational Course
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 or any one subject from Vocational Electives under Group-A
Sub VII to VIII (Subjects of internal assessment)	502-Physical and Health Education 501-General Foundation Course/503-General Studies

Notes:

1. The List of Vocational Courses available is attached. However, Scheme of Studies may be referred.
2. Under Auxiliary Nursing & Midwifery course, Sub III to Sub V are compulsory
3. Subject 055-Accountancy and 780-Financial Accounting cannot be taken together

**Subject Code and Subject Name for Senior School Certificate Examination
for academic session Class XI 2013-14 and Class XII 2014-15**

LANGUAGES	
CODE	NAME
001	ENGLISH ELECTIVE
101	FUNCTIONAL ENGLISH
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	BAHASA MELAYU

ACADEMIC ELECTIVES	
CODE	NAME
027	HISTORY
028	POLITICAL SCIENCE
029	GEOGRAPHY
030	ECONOMICS
031	MUSIC CAR.VOCAL
032	MUSIC CAR.INS.MEL.
033	MUSIC CAR.INS.PER.
034	MUSIC HIND.VOCAL
035	MUSIC HIND.INS.MEL
036	MUSIC HIND.INS.PER
	} Any One
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

ACADEMIC ELECTIVES	
CODE	NAME
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

VOCATIONAL ELECTIVES – GROUP-A	
604	OFFICE PROCEDURES & PRACTICES
605	SECRETARIAL PRACTICE & ACCOUNTING
606	OFFICE COMMUNICATION
607	Typography & Computer Application (English)
609	Typography & Computer Application (Hindi)
740	GEOSPATIAL TECHNOLOGY
743	Retail Operations
746	Holistic Health
755	FOUNDRY TECHNOLOGY
756	Tourism Resources in India
766	Business Operation & Administration
772	DESIGN & INNOVATION
776	Garment Construction
777	Elements of Textile Design
780	FINANCIAL ACCOUNTING
782	Taxation
783	MARKETING
784	SALESMANSHIP
785	BANKING
786	INSURANCE
789	Basic Electronics
793	Introduction to Financial Market
800	SECURITY

**LIST OF CAREER ORIENTED VOCATIONAL COURSES AT Senior School
Certificate Examination(Class XII) for academic session 2013-15**

S.No.	COURSE	XI (2013-2014)	XII (2014-15)	CODE
1	Health and Beauty Studies	Beauty & Hair		745
		Holistic Health		746
2	Library and Information Sciences	Library, Information & Society	Library Systems and Resource Management	747
		Library Classification & Cataloguing.	Information storage and Retrieval.	748
3	Transport Systems and Logistic Management	Fundamentals of Transportation Systems	Integrated Transport Operations	749
		Logistics, Operations and Supply Chain Management		750
4	Bakery and Confectionery	Bakery		751
		Confectionery		752
5	Travel and Tourism	Tourism Resources in India	Introduction to Hospitality Management	756
		Tourism Concept & Practices	Travel Agency and Tour Operations Business	757
6	Horticulture	Basic Horticulture		762
		Any one from the following		
		Olericulture		763
		Pomology		764
		Floriculture		765
7	Dairy Science and Technology	Dairy Husbandry		
		Milk Production (Dairy Husbandry)	Management of Dairy Animals	758
		Animal nutrition and Reproduction	Milk Marketing and Entrepreneurship	759
		Dairy Technology		
		Milk Production (Dairy Technology)	Dairy Production Technology	760
		Fluid Milk Processing	Milk Marketing & Entrepreneurship	761
8	Office Secretaryship	Office Procedures and Practices		604
		Typography & Computer Application (English)		607
		OR		
		Typography & Computer Application (Hindi)		609
		ElectiveIII/Additional Optional (Any one)		
		Office Communication		606
		Secretarial Practice & Accounting		605
9	Stenography & Computer Application			
	English	Shorthand (English)		608
		Typography & Computer Application (English)		607
		Elective III / Additional Optional		
		Office Procedures and Practices		604
	Hindi	Typography & Computer Application (Hindi)		609
		Shorthand (Hindi)		610
		Elective III / Additional Optional		
		Office Procedures and Practices		604

**LIST OF CAREER ORIENTED VOCATIONAL COURSES AT Senior School
Certificate Examination(Class XII) for academic session 2013-15**

S.No.	COURSE	XI (2013-2014)	XII (2014-15)	CODE	
10	Accountancy & Taxation	Cost Accounting		781	
		Taxation		782	
		Elective III / Additional Optional			
		Financial Accounting		780	
11	Marketing and Salesmanship	Marketing		783	
		Salesmanship		784	
12	Banking & Insurance	Banking		785	
		Insurance		786	
13	Electrical Technology	Basic Electricity	Electrical Machines	787	
		Engineering Science	Electrical Appliances	788	
14	Automobile Technology	Auto Engineering		627	
		Auto Shop Repair and Practice		628	
		Elective III/ Additional Optional			
		Engineering Science		622	
15	Civil Engineering	Elements of Civil Engineering	Construction Technology	797	
		CAD in Engineering	Estimation in Civil Engineering	798	
		Elective III/ Additional Optional			
		Engineering Mechanics	Elementary Structure Mechanics	799	
16	Air Conditioning and Refrigeration Technology	Air Conditioning and Refrigeration - I	Air Conditioning and Refrigeration - III	632	
		Air Conditioning and Refrigeration - II	Air Conditioning and Refrigeration - IV	633	
		Elective III/ Additional Optional			
		Engineering Science		622	
17	Electronics Technology	Basic Electronics	Operation and maintenance of Communication devices	789	
		Digital Electronics	Troubleshooting and maintenance of Electronic Equipments	790	
18	Auxiliary Nursing & Midwifery	Fundamentals of Nursing		731	
		Community Health Nursing		732	
		Maternity & Child Health Nursing		733	
19	Ophthalmic Techniques	Optics		658	
		Ophthalmic Techniques		659	
		Elective III/Additional Optional			
		Biology Ophthalmic		657	
20	Medical Laboratory Technology	Laboratory Medicine (Clinical Pathology, Hematology & Histopathology)		660	
		Clinical Biochemistry, Microbiology	Clinical Biochemistry	661	
		Elective III/Additional Optional			
		Anatomy & Physiology	Microbiology	662	

**LIST OF CAREER ORIENTED VOCATIONAL COURSES AT Senior School
Certificate Examination(Class XII) for academic session 2013-15**

CODE

S.No.	COURSE	XI (2013-2014)	XII (2014-15)	CODE	
21	X-Ray Technician	Anatomy, Physiology & Related Pathology	Radiography I (General)	667	
		Dark Room Techniques	Radiography II (Special investigation, imaging and Radiography)	668	
		Elective III/Additional Optional			
		General Physics	Radiation Physics	666	
22	Fashion Design & Garment Technology	Garment Construction		776	
		Introduction to Fashion Industry	Basic Pattern Development	775	
		Elective III / Additional Optional			
		Elements of Design & Fashion	Fabric Study	774	
23	Textile Design	Elements of Textile Design	Traditional Indian Textile	777	
		Any one of the following			
		Woven Textile	Printed Textile	778	
		Textile Science	Textile Chemical Processing	779	
24	IT Application	IT Tools	Data Management Applications	795	
		Web Applications		796	
25	Poultry Farming	Poultry Production and Breeding	Poultry Nutrition and Physiology	716	
		Poultry Housing and Management	Poultry Products and Technology	717	
		Elective III / Additional Optional			
		Poultry Extension, Marketing and Economics	Poultry Disease and their control	718	
26	Financial Market Management	Introduction to Financial Market	Capital Market Operations	793	
		Mutual Fund and Banking (beginners)	Derivative Market Operations	794	
27	Health Care Sciences	Healthcare Delivery System	Health Education, Communication and Public Relations & Public Health	728	
		Food Nutrition & Dietrics	Basic Concepts of Health & Disease and Medical Terminology	729	
		Elective III / Additional Optional			
		Anatomy & Physiology	First Aid & Emergency Medical Care	730	
28	Food Production	Food Production I	Food Production III	734	
		Food Production II	Food Production IV	735	
29	Food And Beverage Services	Food Service		736	
		Beverage Services	Food and Beverage Cost and Control	737	
30	Mass Media Studies & Mass Media Production	Understanding the Evolution and Forms of Mass Media		738	
		The Creative and Commercial Process in Mass Media I		739	

**LIST OF CAREER ORIENTED VOCATIONAL COURSES AT Senior School
Certificate Examination(Class XII) for academic session 2013-15**

S.No.	COURSE	XI (2013-2014)	XII (2014-15)	CODE
31	Geospatial Technology.	Geospatial Technology		740
32	Retail	Retail Operations		743
		Retail Services		744
33	Medical Diagnostics	Anatomy & Physiology	Laboratory Medicine II	741
		Diagnostic Radiology	Clinical Biochemistry & Microbiology II	742
34	Foundry Technology	Foundry Technology		755
35	Front Office (Operations & Management)	Basis of Front Office	Front Office Operations	753
		Introduction to Tourism & Hotel Industry	Advanced Front Office Operations	754
36	Business Administration	Business Operation & Administration		766
		Business Services		767
37	Music Technical Production	Music Aesthetics		768
		Music Production		769
38	Beauty Services	Nail Technology and Retail		770
		Arts and science of makeup and retail		771
39	Design and Innovation	Design and Innovation		772
40	Security	Security		800

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	Mr. Sameer Dutta, Deputy Secretary (IT) Sameer.rod.cbse@gmail.com Tel:91-11-22240106 Ms Sudesh Gulia, Assistant Programmer, apsg.cbse@gmail.com Tel:91-11-22239188, 22239177-80 Fax:91-11-22248990
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, Goa, Karnataka, Kerala, Maharashtra, Tamil Nadu, Andaman and Nicobar Islands, Daman and Diu, Lakshadweep, Puducherry	Mr. V Santhanam Programmer rochennai.cbse@nic.in Tel.91-44-26162214/26162213 Fax:91-44-26162212
Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Near Sankardev Kalakshetra), Panjabari, Guwahati-781037 Assam	Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram.	Mr. Vinod Dialani Programmer roguwahati.cbse@nic.in Telfax:91-361-2229992, 2229995
Regional Office-Ajmer Central Board of Secondary Education, Todarmal Marg, Ajmer-305 030 Rajasthan	Gujarat, Madhya Pradesh, Rajasthan, Dadra and Nagar Haveli	Mr. Prasad Ranjit Lakhraj Assistant Programmer, rojmer.cbse@nic.in Tel:91-145-2627451/2627139 Fax:91-145-2421543
Regional Office-Panchkula Central Board of Secondary Education, Sector- 5 , Panchkula - 134109 Haryana	Haryana, Himachal Pradesh., J & K, Punjab, U.T.of Chandigarh	Mr. J K Jain Programmer ropanchkula.cbse@nic.in Tel:91-172-2585193/2583547 Fax:91-172-2585163
Regional Office-Allahabad Central Board of Secondary Education, 35 B, Civil Station, M.G. Marg , Civil Lines, Allahabad-211 015 Uttar Pradesh	Uttar Pradesh, Uttarakhand	Mrs Harshikha,, Assistant Programmer, roallahabad.cbse@nic.in Tel:91-532-2407970-72 Fax:91-532-2408977
Regional Office-Bhubaneswar Central Board of Secondary Education, 6 th Floor, Alok Bharti Building, Saheed Nagar, Bhubaneshwar-7510007. Odisha	West Bengal, Odisha, Chhattisgarh	Mr. Manoj Pathak, rocbsebbsr@rediffmail.com robhubaneshwar.cbse@nic.in Tel:91-0674-2548412, 2546312, 2548612
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

INFORMATION OF THE SCHOOL REQUIRED TO BE UPLOADED ON WEBSITE

1. Name of the School with address: _____
(Strictly as per Affiliation sanction letter or as permitted by the Board) with pin code no. _____
 - (i) E-mail _____
 - (ii) Ph. No. _____
 - (iii) Fax No. _____

2. Year of establishment of school _____

3. Whether NOC from State/UT or recommendation of Embassy of India obtained? _____
 - (i) NOC No. _____
 - (ii) NOC issuing date _____

4. Is the school is recognized, if yes by which authority _____

5. Status of Affiliation: _____
Permanent/Regular/Provisional
 - (i) Affiliation No. _____
 - (ii) Affiliation with the Board since _____
 - (iii) Extension of affiliation upto _____

6. Name of Trust/Society/Company Registered under Section 25 of the Company Act, 1956. Period upto which Registration of Trust/Society is valid _____

7. List of members of School Managing Committee with their Address/tenure and post held _____

8. Name and official address of the Manager/President/Chairman/Correspondent _____
 - (i) E-mail _____
 - (ii) Ph. No. _____
 - (iii) Fax No. _____

9. Area of School Campus
 - (i) In Acres _____
 - (ii) In Sq. mtrs. _____
 - (iii) Built up area (sq. mtrs.) _____
 - (iv) Area of Playground in Sq. mtrs _____
 - (v) Other facilities
 - (i) Swimming Pool _____
 - (ii) Indoor games _____
 - (iii) Dance Rooms _____
 - (iv) Gymnasium _____
 - (v) Music Rooms _____
 - (vi) Hostels _____
 - (vii) Health and Medical Check up _____

10. Details of fee structure
 - (i) Pre-Nursery _____
 - (ii) Nursery _____
 - (iii) I to V _____
 - (iv) VI to VIII _____

- (v) IX to X _____
- (vi) XI to XII _____

11 Transport facility

- (i) Own buses _____
- (ii) Buses hired on contract basis _____
- (iii) Details of transport charges _____

12 Particulars of teaching staff **(to be updated time to time)**

Name	Designation	Date of Birth	Date of Appointment	Trained/Un-trained	Probation/Confirmed	Adhoc/Part time

13 Details of salary being paid by the school to teaching Staff/non-teaching staff **(to be updated time to time)**

Designation PGT/TGT/PRT/Counsellor/etc.	Scale of pay	Grade pay	% of DA	HRA	EPF Contribution

14 Mode of payment of salary

- (i) Name of the Bank through which salary is drawing _____
- (ii) Through single cheque transfer advice _____
- (iii) Individual cheque _____
- (iv) Cash _____

15 Library facilities

- (i) Size of the Library in sq. feet _____
- (ii) No. of Periodicals _____
- (iii) No. of Dailies _____
- (iv) No. of reference books class-wise _____
- (v) No. of Magazine _____
- (vi) Others _____

16. Name of the Grievance/redressal Officer with E-mail ,Ph. No., Fax No. _____

17. Members of Sexual Harassment Committee _____

18. Section wise enrolment of school for the current session

Class	Section	Enrolment
_____	_____	_____

19. Academic session period

From _____ to _____

20. Vacation period

From _____ to _____

21. Admission period

From _____ to _____