



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/COORD/REGN./2022/

Date: 08.12.2021

To
The Principal/Head of Institutions,
Schools affiliated to CBSE.
(Through CBSE website)

Subject: Registration of Students for Classes IX and XI for Session 2021-2022-regarding

Madam/Sir,

Registration of students in Class IX & XI is a very significant process which helps CBSE in advance planning for holding the Class X & XII examinations of these students in the subsequent year. Another important aspect of registration is to communicate the students' personal particulars to the parents so that in case there is any mistake in the personal details of the student concerned the same may be corrected prior to the conduct of Class X/XII examination. This helps in eliminating requests in future for making the corrections. The process of Registration shall start from **15/12.2021 (Wednesday)**. The link for Registration will be available on www.cbse.nic.in.

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

1. The registration data contain a lots of information, without understanding which, the schools will not be able to fill the registration data correctly. It is therefore requested that Principal should read these instructions personally and carefully to understand the provisions.
2. Only those students shall be allowed to appear for class X/XII Board's Examinations for session 2022-23, whose names would be submitted through the online process of Registration explained in this circular.
3. **Schools should ensure that: -**
 - a) Students being sponsored are their own regular and bonafide students
 - b) Name of any bonafide student is not left unsponsored
 - c) Students are not from any unauthorised/unaffiliated schools
 - d) Students are regularly attending classes in your school
 - e) Students are not registered with some other School Education Boards in addition to the CBSE.
 - f) Students are eligible for admission in Classes IX & XI and appearing in Class X and XII Board's Examinations as per provisions of Examination Bye Laws.
 - g) In case of Class-XI admission, it may be specifically ensured that the student has passed the Class-X examination from a recognized Board.

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

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

- 14.2.1 Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the board.
 - 14.2.2 No affiliated school shall present the candidates to the Board's examination who are not on its rolls.
 - 14.2.3 No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.
 - 14.2.4 No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
 - 14.2.5 Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
 - 14.2.6 The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Secondary and Senior Secondary examinations of the CBSE only."
4. All schools need to ensure that bye-laws and rules of the CBSE are being followed in true sense for registration of Candidates, availability of class rooms and the teachers. In a section 40 students are allowed, and teacher pupil ratio is 1:30. **Further, number of sections cannot exceed the number of sections permitted by the Board.**
 5. All CBSE affiliated schools are required to register themselves before proceeding for online submission. Schools must use the 'Affiliation Number' as user ID, already available with them.
 6. Newly affiliated schools should contact the concerned Regional Office of the CBSE for obtaining school code and password, in case they have not received the password already. Schools are advised to change the password for safety and keep it confidential to avoid misuse. Maintaining the safety of the password shall be the sole responsibility of the school.
 7. 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 sent by the Board in this context.

FEATURES OF THE ONLINE REGISTRATION SYSTEM

9. Before proceeding for Registration of students, existing schools shall have to update the data on OASIS.
10. Only those TGTs/PGTs who are teaching Classes IX-X/XI-XII respectively should be shown as TGT/PGT to ensure appointment of eligible evaluators for quality evaluation. Accordingly, in OASIS, classes taught need to be clearly filled in by the schools. The names of teachers who have left the school shall be deleted from the data and simultaneously the names of teachers whose names are not figuring in the existing data shall be included.
11. It may be ensured that the full names of all the teachers shall be filled in the OASIS. Abbreviations should not be used. No salutations etc. shall be prefixed.
12. New Schools have to first enter the information on the OASIS portal. The information on OASIS should be filled very carefully as schools will not be allowed to change the declared section/strength of students afterwards.
13. As per Rule 6.1(a)(iii) of the Examination Bye-Laws, school shall ensure that the student, while seeking admission in a class, satisfies the requirement of age limit (minimum and maximum) as determined by the State/ U.T. Government and applicable to the place where the school is located.
14. Schools are requested to fill in full name of the candidate, mother, father/guardian. Abbreviations should be avoided as these may create problems for the students in future. The schools shall take all possible care to ensure that the correct name has been entered.
15. Class IX/XI examinations have to be conducted internally by the schools.
16. Considering the existing circumstances for session 2021-22, it has been decided that the sports fee shall not be collected by CBSE for registration in the current session.
17. Schools can complete the registration process by individual entry or uploading, duly filled-in, excel file provided by the online registration system.
18. Schools shall have to upload the photographs and signature of their bonafide students in Class IX/XI registration before final submission. Correct procedure for uploading of the photographs and signature is given in **Annexure-1**.
19. For Class-IX (Skill) and Class-XI (Academic & Skill), schools are advised to offer only those subjects which have been permitted to them by the Board. In case, school sponsors students in subject(s) other than those permitted by the Board, CBSE shall take following action:
 - (a) Candidates will not be allowed to appear in the examination in those subject(s) in Class X/XII and would be treated as not eligible.
 - (b) Disaffiliation proceedings shall be started against the school.

20. Board has prescribed scheme of studies which is available in the Curriculum on the link http://cbseacademic.nic.in/Term-wise-curriculum_2022.html for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.
21. In accordance with the Scheme of studies, the Board has prescribed 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-4 (for Class IX/X) and Annexure-5 (for Class XI/XII).
22. 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.
23. In case of refund of excess fee, schools should contact the Regional Office concerned.
24. In earlier years, schools were required to send the signed copy of finalized data of registered students of class IX/XI to concerned Regional Office. This practice has now been done away with. Now data of registered students will be uploaded on the system as per given instructions. The schools are allowed to upload data with the help of e-Signature through generation of Virtual Id from Aadhar website as explained vide circular dated 24/09/2021. It may be ensured that data uploaded is fully correct. No updation of data will be permitted by the CBSE after its final submission.
25. No window for correction in the uploaded data will be made available from this year onwards. Uploading of correct data is the responsibility of the school concerned.
26. On-line submission shall close at 00.00 MIDNIGHT on the scheduled dates. Schools are, therefore, advised to complete the online submission well in time to avoid the possibility of slow connection/failure to connect with server on account of heavy load on internet on the penultimate day or because of any other reason.

EFFORTS FOR CORRECT DATA

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

School will not change any record of any student available with the school, once his data has been submitted to CBSE on the registration portal. Similarly, the data of student for class-XI shall be strictly in accordance with his Class-X certificate and shall not be changed, once his data has been submitted to CBSE on the registration portal, without approval of CBSE.

CBSE has therefore decided from the year 2019 schools that should brief/guide these students about the importance of correct data and precautions to be taken by the students while getting themselves registered in CBSE in Class-IX. CBSE is also making efforts and several checks so that no request is received by the CBSE for correction of data. The measures to be taken are:

- (a) Bringing into the notice of the students that the correct data is to be provided for registration.
- (b) Registration details will be provided to the students and the parents in the form of registration card by the school to confirm correctness of details.
- (c) List of Candidates (LOC) will be based on the data provided in Registration record. Parents will sign the LOC as a confirmation of the correctness of data.
- (d) Undertaking about correctness of data on Admit Card by candidate and parent.
- (e) Parents will sign an undertaking at the back of the Class X and XII certificate that they have checked the data and found correct.

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

- (a) Students must give the expanded name of self and Father/Mother/Guardian. It is advisable not to give abbreviations.
- (b) May check that their data is similar in all the documents like Date of Birth Certificate, School records, Aadhar and Passport etc.
- (c) They will anticipate the requirement of the surname as when visiting abroad, it may be required by the visiting country to have both first name and Surname.
- (d) Their Date of Birth is as per Date of Birth certificate and as per school record.
- (e) Students should describe their name in full i.e., no abbreviated form shall be given.
- (f) No salutations shall be added to the name(s).

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

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

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(4) Subject codes should be chosen carefully & especially in the following subjects, codes be chosen correctly:

(a) **In Class - IX:**

Hindi - A (002), Hindi - B (085),

Urdu A (003), Urdu B (303),

Mathematics Standard (041), Mathematics Basic (241)

(b) **In Class - XI:**

Hindi Core (302), Hindi Elective (002),

English Core (301), English Elective (001)

Sanskrit Core (322), Sanskrit Elective (022),

Urdu Core (303), Urdu Elective (003).

Mathematics (041), Applied Mathematics (241)

SUBMISSION OF DATA IN OASIS

Schools are expected to keep their data on OASIS Portal updated at all times. However, once again the school may complete/update the information on OASIS portal before the starting date of Registration. The registration of students for classes IX and XI will be subject to the information available in OASIS Data.

SYLLABUS AND SCHEME OF STUDIES

Complete details of Syllabus and Scheme of studies are given on the following links:

http://cbseacademic.nic.in/Term-wise-curriculum_2022.html

The schools may specifically check and understand the scheme of studies and the list of subjects from the links given below:

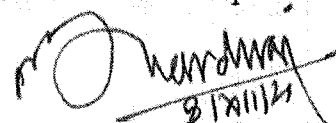
Class-X

http://cbseacademic.nic.in/web_material/CurriculumMain22/Sec/Curriculum_Sec_2021-22.pdf (page nos. 15-20)

Class-XII

http://cbseacademic.nic.in/web_material/CurriculumMain22/SrSec/Curriculum_SrSec_2021-22.pdf (page nos. 14-21)

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



(DR. SANYAM BHARDWAJ)

CONTROLLER OF EXAMINATIONS

ENCLOSURES:

ANNEXURE-1 (Fee details for registration in Class IX/XI)

ANNEXURE-2 (Steps of online registration)

ANNEXURE-3 (STEPS for scanning and uploading of photographs)

ANNEXURE-4 (Examples of invalid subject combinations IX & X)

ANNEXURE-5 (Examples of invalid subject combinations XI & XII)

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

Fee Details for Registration in Class IX/XI

Fee Slab	Registration Fee to be remitted per Student in INR				Schedule for registration of Students	Schedule for Fee payment
	In India		Abroad			
	IX	XI	IX	XI		
Without late fee	300/-	300/-	500/-	600/-	15.12.2021 (Wednesday) to 30.12.2021 (Thursday)	Date of finalization of registration data +4 days
With Late fee	*2300/-	*2300/-	*2500/-	*2600/-	31.01.2022 (Friday) to 07.01.2022 (Friday)	Date of finalization of registration data +4 days
Training Fee	Rs 10,000/-		Rs 50,000/-		--	Along with Registration Fee
Sports Fee	Rs 10,000/-		Rs 10,000/-		Not payable for 2021-22	

*Including late fee of Rs. 2000/-

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

ILLUSTRATION FOR CALCULATING LATE FEE

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

- If students' details are entered and finalized on or before **26.12.2021**, the school can pay the fee till **30.12.2021** without late fee. There after late fee shall be applicable.
- If students' details are entered and finalized on **27.12.2021**, the school can pay the fee till **31.12.2021** without late fee. There after late fee shall be applicable.
- If students' details are entered and finalized on **28.12.2021**, the school can pay the fee till **01.01.2022** without late fee. There after late fee shall be applicable.
- If students' details are entered and finalized on **29.12.2021**, the school can pay the fee till **02.01.2022** without late fee. There after late fee shall be applicable.
- If students' details are entered and finalized on **30.12.2021**, the school can pay the fee till **03.01.2022** without late fee. There after late fee shall be applicable.
- 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.

Note: It may be noted that if the data of registration of students is not finalized by 30/12/2021, 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

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

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

- (B) Before payment of fee, schools can take the print of LOC in the form of check list. Once fee is paid, final LOC will be printed, and no correction could be made in the online or offline mode thereafter.
- (C) As SWIFT updation may take 2-3 days, hence, schools situated outside India are advised to complete their process including payment of the fee in such a way that their process is over before the last date.
- (D) In case of Bank related transaction or non-updation of Fee on server, the schools should contact the respective Bank through which payment was made. Contact details of Banks are given on CBSE website. Generally, Bank shall be requiring following information to resolve the issue of non updation of fee hence, be kept ready before getting in touch with the Bank:-
- (i) Mode of payment
 - (ii) Fee Reference No.
 - (iii) Amount deposited
 - (iv) Date of deposit
 - (v) Branch where amount was deposited
 - (vi) Bank reference number (Transaction ID as reflected in Bank account)
 - (vii) Your contact number