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 5ᵗʰ 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. <u>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.</u>

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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 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/Cricular_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

   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 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.