



09.11.2021

Press Note

Use of Advanced data analytics to ensure fairness in CBSE administered examinations

Conduct of examinations has to be carried out in a standardized and fair manner. While all efforts are being made to prevent use of unfair means practices during conduct of examinations in physical terms through monitoring by appointing external observers/flying squads and use of CCTV, CBSE has decided further to improve upon it by using advance data analytics to detect cases/centres while there is a high probability of recourse to unfair means during examinations.

A pilot analysis has been done on January 2021 CTET examination data in collaboration with Central Square Foundation (CSF) and Playpower Labs to develop algorithms to identify suspicious data patterns at the centre and the individual test-taker level. Based on the analysis results and the algorithms developed, CBSE has decided that such analysis will be extended to other administered examinations.

CBSE will use advanced data analytics to detect, respond and therefore, in the long run, prevent any irregularities in academic testing across all major CBSE administered exams in the country.

On the basis of such analysis, CBSE aims to identify examination centres where the data indicates the existence of malpractices during the conduct of examinations. Post this, appropriate measures can be taken by CBSE to strengthen the reliability of the examinations and to deter any such malpractices in the future.

This will be used to strengthen the reliability of National Achievement Survey (NAS), Central Teachers Eligibility Test (CTET) and Board examinations conducted by CBSE.

Dr Antriksh Johri
Director (IT)



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



No.CBSE/CE/SPS/2020

10/12/2020

PUBLIC NOTICE

It has come to the notice of the CBSE that on several Social Media Platforms and in News Papers, dates/ months for starting of Class X & XII Board's examinations and Practical Examinations are being circulated. As these circulated information is not correct, hence, creating panic amongst the schools, students and parents.

In this regard, it is communicated to all the affiliated schools, students, parents and other stakeholders that do not believe on such information.

For any official information, kindly check the CBSE website- www.cbse.nic.in. If information is available on CBSE website, than it should be considered as correct otherwise not.

CBSE is well aware about the condition of the students and parents in the time of pandemic and, therefore, whatsoever decision would be taken by the CBSE that will only be taken after consultation with all the stakeholders and will be communicated at an appropriate time through Boards website.


10/12/2020

(Dr. Sanyam Bhardwaj)
Controller of Examinations



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CBSE/AFF./School Safety /2022/

Dated: 05.01.2022
Circular No. 01/2022

To,

The Heads of all the schools affiliated to CBSE.

SUBJECT: -SAFETY OF CHILDREN IN SCHOOLS – REGARDING.

As children spend the quality time in school, it is necessary that they remain safe in the school premises. It is expected that all the schools adhere to safety measures as well as compliances and guidelines issued from time to time.

The schools must ensure that they possess valid building safety, fire safety and other prescribed certificates when the schools are in operation. In continuation of earlier circulars issued on the safety of school children, it is reiterated that essential aspects of safety of children are taken care of by the schools.

The school must ensure the following measures of safety of students in schools.

1. The school must ensure the Fire Safety norms and compliances as prescribed by appropriate authority.
2. The school must ensure that the school building structure is safe and sound for running the school and must comply with the norms of Building Safety as laid down by appropriate authority.
3. The school must ensure that the students are safe and secure in the school premises during the school hours.
4. The school must ensure the safety and security of the students in school bus and other school transportation.
5. The school must review the safety guidelines periodically and get the safety certificates renewed from time to time as prescribed by appropriate authority.

Apart from above, a Circular No. 05/2018 dated 27.03.2018 has also been issued and in continuation of the said circular the guidelines are available to enable the schools to download links as given below:-

S. No.	Guidelines	Link
1	Manual on safety and security of children in schools. (NCPCR)	http://www.ncpcr.gov.in/showfile.php?lang+1&level=1&&sublinkid=1397&lid=1550
2	Regulatory guidelines for hostels of educational institutions for children (NCPCR)	http://www.ncpcr.gov.in/showfile.php?lang=1&level=1&&sublinkid=1354&lid=1557
3	Regulatory guidelines for private play schools. (NCPCR)	http://www.ncpcr.gov.in/showfile.php?lang=1&level=1&&sublinkid=933&lid=1271
4	Guidelines on School Safety Policy (NDMA)	http://www.ndma.gov.in/images/guidelines/School-Safety-Policy.pdf

All the Heads of the schools are accordingly directed to adhere with the provisions and procedures contained in the above mentioned guidelines framed by the Statutory Bodies i.e. NCPCR and NDMA.

Information from schools, if any, will be sought through the OASIS portal only.

Anurag Tripathi

(ANURAG TRIPATHI)
SECRETARY



“शिक्षा केन्द्र”, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
“SHIKSHA KENDRA” 2, Community Centre, Preet Vihar, Delhi- 110092



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Copy for information and necessary compliances thereon.

1. All the Principals of the School Affiliated to the CBSE.
2. Deputy Secretary to Chairman, CBSE for kind information
3. Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Andaman & Nicobar Islands.
4. Director, Secondary Education Departments of all States.
5. Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016.
6. Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, Noida, Uttar Pradesh 201307
7. All Head of Departments, CBSE
8. Director (IT), CBSE, Delhi – for uploading circular on CBSE Website.
9. Joint Secretary (Co-ordination), CBSE, Delhi
10. All Regional Officer/Heads of CoEs, CBSE for wide circulation
11. Head (M&PR), CBSE, Delhi for due publicity.

Anurag Tripathi

(ANURAG TRIPATHI)
SECRETARY, CBSE



“शिक्षा केन्द्र”, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
“SHIKSHA KENDRA” 2, Community Centre, Preet Vihar, Delhi- 110092



No. CBSE/AFF/2022

Date:14/02/2022

Circular No. 1/2022

To,
The Heads & Managers of the Schools

Subject: Submission of applications for fresh Affiliation under various categories for the session 2023-24 in SARAS - reg.

The Board has implemented the School Affiliation Re-Engineered Automation System (SARAS) which is fully automated. This affiliation process was implemented w.e.f. 16/03/2021 for the session 2022-23 and relies on self-certification from school. It was seen that a few schools are submitting incomplete / invalid documents, due to which the process gets delayed which defeats the purpose of automated system. Thus certain modifications have been made for processing the applications from the session 2023-24.

1. The school seeking fresh affiliation shall proceed to apply by filling the details at KYC level (*First Stage*) followed by uploading of mandatory documents in Part- A.
 - No Objection Certificate
 - Recognition Certificate
 - Land Certificate
 - Building Safety Certificate
 - Fire Safety Certificate and
 - Society/Trust/Company Registration

- **All data filled by the school should be exactly the same and match with all the mandatory documents.**
- **The school shall use Scanners to scan the documents to upload and refrain from using Mobile Phones.**

The school shall fill the necessary details and upload the above documents and make payment of Rs.10,000/- (Rupees Ten Thousand only). Thereafter, there will be a scrutiny of mandatory documents by the Board, and only if the mandatory documents meet the norms, the application will be considered valid and taken up for further processing. In case of application whose mandatory documents are found correct, school will be informed (on progress panel/ sms) to proceed for filling up Part B and other details, make final payment of balance fees. The inspection team will be constituted immediately and within a month the school should be ready for inspection.

The scrutiny at the first level will be done by using Artificial Intelligence (AI) and if the score obtained is more than the cut off value, no manual scrutiny will be done. In other cases, there will be manual scrutiny restricted to submission of mandatory documents which will be completed within 15 working days from the date of submission of the application.

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In case of non-submission of valid mandatory documents at KYC level and Part A, the application shall be considered incomplete and shall not be taken up for any further review. The exact nature of deficiency will be informed through Progress panel (school login) / SMS. Thereafter, the schools will have to apply afresh and initial payment shall be forfeited.

The applications for the session 2023-24 shall be invited as per the following timeline and the schedule as given below:-

Category of Affiliation	Revised Timeline for session 2023-24
<u>Window for Fresh Affiliation (Group-A)</u> <ul style="list-style-type: none">Approval for Middle School syllabus,Fresh Affiliation up to Secondary LevelSecondary Level Switch-over from other boardsFresh Affiliation up to Senior Secondary LevelSenior Secondary Level Switch-over from other boardsPermission of site shiftingRestoration of affiliation	<ul style="list-style-type: none"><u>01/03/2022 to 31/05/2022 (Ist Window)</u><ul style="list-style-type: none">➤ The schools whose application has been rejected in 2022-23 session, may also apply in this window period only by indicating the old registration no. with requisite fees.➤ The session for which application is made should be indicated in the drop down box.
<u>GROUP B & GROUP C</u> <ul style="list-style-type: none">Up-gradation to Secondary LevelUp-gradation to Senior Secondary LevelExtension of AffiliationPermission of two shiftsSection increaseIntroduction of Additional subjectPermission of name change of school / societyTransfer of school from one society to another	<ul style="list-style-type: none"><u>01/08/2022 to 30/11/2022 (IInd Window)</u><ul style="list-style-type: none">➤ Applicable only for 2023-24 session

Anurag Tripathi

Anurag Tripathi)
Secretary, CBSE

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10. The Commissioner, National Education Society for Tribal Students, Jeevan Tara building, Parliament street New Delhi -110001.
11. All Education Secretaries of States/ UTs.
12. All HODs of CBSE.
13. The Head (M&PR), CBSE, Delhi for due Publicity.
14. The Joint Secretary (A & L), CBSE.
15. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
16. The Joint Secretary (Co-ordination Unit), CBSE.
17. All the Regional Directors/ Regional Officers/ Heads of CBSE.
18. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi 92 with request to disseminate the information further.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE

No. CBSE/AFF/2022

Date: 22.02.2022

Circular No. 02/2022

To,

The Principals/Heads of the CBSE Affiliated Schools

Subject: Updating of Online Affiliated School Information System (OASIS) data and Mandatory Public Disclosure - reg.

The CBSE affiliated schools are expected to update their OASIS data every year. This OASIS data is used for various activities as it is the major source of information in respect of affiliated school across the country. However, it has been noticed that some CBSE affiliated schools are not updating it regularly which is leading to wrong or incomplete data with Board and also causing financial burden such as penalty on the schools. Such kind of deviation by the school has also been viewed seriously.

To ensure up to date information with regard to the affiliated schools and to avoid any hardship, all the schools affiliated with CBSE are directed to update Online Affiliated School Information System (OASIS) data by end of February, 2022.

Further, the Board had issued Circular No. 03/2021 dated 05.03.2021 and Circular No. 09/2021 dated 21.05.2021 for display of "Mandatory Public Disclosure" at home page in school's website under prominent icon levelled as "Mandatory Public Disclosure" for easy access by the stakeholders to ensure transparency. It has also been noticed that many CBSE affiliated schools are not updating its school website with Mandatory Public Disclosure, which is in violation of Board's directions and CBSE Affiliation Bye Laws, 2018.

Therefore, once again it is directed to all the CBSE affiliated schools to update their website under prominent icon levelled as "Mandatory Public Disclosure.

Anurag Tripathi

**(Anurag Tripathi)
Secretary, CBSE**

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15. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
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17. All the Regional Directors/ Regional Officers/ COE Heads of CBSE.
18. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi 92 with request to disseminate the information further.

Anurag Tripathi

**(Anurag Tripathi)
Secretary, CBSE**



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No.CBSE/Aff./2021

Date: 16.07.2021
Circular No. 12/2021

To,

The Principals/Heads of the CBSE Affiliated Schools

Subject: Furnishing Vaccination information on the CBSE “Vaccination Information System of school” –reg

In continuation of the efforts to contain the spread of COVID-19, the Government has laid emphasis on Covid vaccination of prioritized groups, including teaching and non-teaching staff in the schools. CBSE through various Circulars and activities has brought to notice various initiatives of the Government to the school heads and has encouraged that these may be brought to notice of all the teachers, students and staff members of the school, including dissemination of message regarding Covid-19 appropriate behavior campaign – ‘Jan Andolan’.

With an effort to collect Vaccination-related information of schools, the Central Board of Secondary Education (CBSE) has launched a “**Vaccination Information System of School**” wherein the schools are required to furnish Covid-19 vaccination-related information of the teaching, non-teaching staff.

The said Portal can be accessed through the homepage of the CBSE website under the **"VACCINATION INFORMATION SYSTEM OF SCHOOLS"** tab, wherein the schools are required to login and provide details such as number of teachers and non-teaching staff who have completed vaccination and teachers and non-teaching staff who have completed only 1st dose & have not taken any dose.

Schools are requested to complete and submit the information in the portal at the earliest and encourage teachers and non-teaching staff to take vaccination.

The information should be submitted on portal till 22.07.2021 upto 4 PM.

Anurag Tripathi

(Anurag Tripathi)
Secretary

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13. The SPS to Secretary, CBSE.
14. The Joint Secretary (A & L), CBSE.
15. The Deputy Secretary (Co-ordination Unit), CBSE.
16. The Head – Media & PR, CBSE.
17. All the Regional Directors/ Regional Officers/ COE Heads of CBSE with the request to disseminate the information further.
18. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi 92 with request to upload the Circular for information of all stakeholders.

Anurag Tripathi

(Anurag Tripathi)
Secretary





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NO. CBSE/AFF./2021

Dated: 27.07.2021
Circular No. 13/2021

Circular

Subject: Grant of approval/ permission on one time basis in respect of applications registered under SARAS for session 2022-23 due to COVID- 19 pandemic situation- reg.

The Board has implemented the School Affiliation Re-engineered Automated System (SARAS) from March, 2021 in tune with the mandate of the National Education Policy 2020. The essence of the system is disposal of the cases in a time-bound manner so as to avoid undue harassment to the stakeholders.

It has been noticed that the schools are facing problems in procuring mandatory documents required as per Affiliation Bye Laws 2018, as the Govt. offices in the States are not functioning with full strength due to COVID-19 pandemic. In absence of mandatory certificate(s), the applications under SARAS for session 2022-23 are getting rejected and school needs to apply afresh with requisite fees.

Therefore, in order to avoid hardship to the schools/ students, the Competent Authority of the Board, after due consideration has accorded one time relaxation for furnishing relevant safety certificates, thereby granting approval to the schools that had applied under SARAS for the following categories of school for session 2022-23:-

Sl. No.	Category of Application
01	Extension of Affiliation
02	Section increase
03	Introduction of Additional Subject
04	Permission of two Shifts
05	Permission of name change of school/ society (As per status of school)
06	Transfer of school from one society to another

However, for categories under serial no. 02 to 06, applicant schools must ensure submission in the SARAS portal category specific documentary requirement as per the Affiliation Bye-Laws, 2018.

However, the above mentioned categories schools must update the Mandatory Certificates under the Mandatory Public Disclosure on the school website with a prominent icon levelled as "Mandatory Public Disclosure" in compliance to Board's Circular No. 09/2021 dated 21.05.2021, during the running of the school to ensure safety of the students.

In this regards, the applicant schools must ensure the following directions of the Board:-

1. All cases of extension of affiliation registered upto session 2022-23 shall be granted extension for a period of 05 years irrespective of the stage where application is pending i.e. be at scrutiny level, Inspection Committee level, Deficiency/ compliance level etc.

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2. The school shall ensure the availability of fire safety, building safety and all other mandatory certificates which should be valid and renewed on the day of operation and during running of the school, so that the safety of the students are ensured.
3. The school shall maintain records of certificates, compliances, data and other relevant information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities as and when asked for. Non-compliance of the norms shall attract penal provisions under clause 12 of the Affiliation Bye Laws.
4. The school will also ensure that it is in possession of the all documents/certificates as specified in clause 2.5.5 of Affiliation Bye-Laws, 2018.
5. The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice were communicated or grievance / legal cases are pending against the school, the Board will take further decision in this matter in due course as per relevant clause(s) of Affiliation Bye-Laws 2018.
6. In respect of above mentioned categories of schools, the Board reserves the right to conduct inspection as per clause 11.2 and 11.4 of Affiliation Bye Laws, 2018.
7. In case of already rejected cases, registered in the SARAS portal for 2022-23 session, the cases shall be considered on suo-moto basis.

This issues with the approval of the Competent Authority.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE

Distribution to:

1. All Managers/ Principals of Independent category schools Affiliated to CBSE.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016.
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13. The SPS to Secretary, CBSE.
14. The Joint Secretary (A & L), CBSE.
15. The Deputy Secretary (Co-ordination Unit), CBSE.
16. The PRO, CBSE, Delhi for due Publicity
17. All the Regional Directors/ Regional Officers/ COE Heads of CBSE with the request to disseminate the information further.
18. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi 92 with request to upload the Circular in the main page as well as in the SARAS Portal for information to all stake holders and to update the SARAS portal accordingly.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE

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CBSE/AFF/OASIS/2021-22

24/09/2021

CIRCULAR NO. 15/2021

Sub: Waiving of OASIS penalty due to COVID 19 pandemic - reg.

It has been observed that many schools could not update the data in the OASIS portal due to Lock Down owing to the COVID-19 pandemic. The schools could not function continuously and therefore, there was an inordinate delay in updating the OASIS portal which caused financial penalty on the schools.

In this regard, considering the financial constraints of the schools, the Competent Authority of the Board has decided to waive off the penalty imposed on all the schools for non-updation of data in the OASIS portal. Therefore, the following decisions have been taken:-

- All the schools, whose penalty amount is less than Rs. 1 Lakh, are required to pay the actual amount of penalty imposed and update the data within one month.
- All the schools, whose penalty amount is more than Rs. 1 Lakh, are required to pay the amount of Rs. 1 Lakh only penalty and update the data within one month.

Further, the school authority is also advised to update the OASIS data from time to time as per guidelines of the Board. No further waive off from the penalty of non updation of OASIS data shall be granted to the schools.

This issues with the approval of the Competent Authority.

Anurag Tripathi

ANURAG TRIPATHI
(Secretary, CBSE)

Distribution to:

1. The Managers/Principals of Independent category schools affiliated to CBSE.
2. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
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4. The Deputy Secretary (Co-ordination Unit), CBSE.
5. The PRO, CBSE, Delhi for due Publicity
6. All the Regional Directors/ Regional Officers/ COE Heads of CBSE with the request to disseminate the information further.
7. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi- with request to upload the Circular on the website as well as on the SARAS Portal for information to all stake holders and to update the OASIS portal accordingly to enable the schools to submit the data.



“शिक्षा केन्द्र”, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
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NO. CBSE/AFF./Notification/2021

Dated: 24.09.2021

Notification No.17/2021

NOTIFICATION

Consequent upon approval of the Affiliation Committee in its meeting held on 18.06.2021 vide Agenda Item No. 17 and subsequent ratification by the Governing Body of the Board in its meeting held on 30.06.2021 the following amendment has been made in clause 3.4 of Affiliation Bye laws – 2018 and will come into force from the date of issue of this notification.

Existing land requirement as per clause 3.4 of Affiliation Bye-Laws, 2018	Proposed land requirement as per clause 3.4 of Affiliation Bye-Laws, 2018
The land requirement will be of minimum 4000 square meters in case School located in limits of Municipal Authorities of cities with a population exceeding 15 Lakhs , hilly area, State Capital Cities, North Eastern States, State of J&K, Municipal Authorities of Ghaziabad, NOIDA, Faridabad and Gurugram cities only of National Capital Region and Municipal Authorities of Panchkula (Haryana) and Mohali/SAS Nagar (Punjab), the satellite cities of Chandigarh.	The land requirement will be of minimum 4000 square meters in case School located in limits of Municipal Authorities of cities with a population exceeding 10 Lakhs , hilly area, State Capital Cities, North Eastern States, UT of J&K & Ladakh, Municipal Authorities of Ghaziabad, NOIDA, Faridabad and Gurugram cities only of National Capital Region and Municipal Authorities of Panchkula (Haryana) and Mohali/SAS Nagar (Punjab), the satellite cities of Chandigarh.

All other conditions as mentioned in chapter 3 of Affiliation Bye-Laws, 2018 would remain same. This issues with the approval of the Competent Authority of the Board.

Anurag Tripathi

(Anurag Tripathi)

Secretary, CBSE

Contd..(2)

--(2)--

Distribution:

1. All Managers/ Principals of Independent category schools Affiliated to CBSE.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016.
3. The Commissioner, Navodaya Vidyalya Samiti, B-15, Institutional Area, Sector 62, Noida 201307, District Gautam Budh Nagar, Uttar Pradesh.
4. The Director, Central Tibetan School Administration, EssEss Plaza, Community Centre, Sector-3, Rohini, Delhi 110085.
5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi 110054.
6. The Director of Public Instruction (Schools), Union Territory Secretariat, Sector 09, Chandigarh 160017.
7. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim 737101.
8. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar 791111.
9. The Director of Education, Govt. of A & N Islands, Port Blair 744101.
10. All Education Secretaries of States/ UTs.
11. All HODs of CBSE.
12. The PRO, CBSE, Delhi for due Publicity.
13. The Joint Secretary (A & L), CBSE.
14. Deputy Secretary to the Chairperson, CBSE for kind information to the Chairperson.
15. The SPS to Secretary, CBSE.
16. The Deputy Secretary (Co-ordination Unit), CBSE.
17. All the Regional Directors/ Regional Officers/ COE Heads of CBSE.
18. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi 92 with request to disseminate the information further.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE

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)



No/CBSE/AFF/2021/

Date: 08.11.2021

Circular No. 20/2021

All the Heads & Managers of Schools

Sub: Extension of timeline for affiliation applications under various categories for the session 2022-23 under SARAS

In continuation to the Board's Circular No. 01/2021 dated 07.01.2021 and subsequent Circular No. 07/2021 dated 29.04.2021, Circular No. 10/2021 dated 30.06.2021 pertaining to the Extension of timeline for application under various categories for the session 2022-23 under Re-structuring of CBSE Affiliation System w.e.f. March 2021 under SARAS (School Affiliation Re-engineered Automation System) and subsequent timeline mentioned in the SARAS manual for various categories of affiliation for the session 2022-23.

In view of the request received from various government authorities and other stakeholders, the Competent Authority of the Board after due consideration and reviewing the current situation, has further extended the window period for submission of online application for Fresh Affiliation and Up-gradation of Affiliation, by one month i.e. **till 30.11.2021** for the session 2022-23. No further extension will be given.

Therefore the revised/extended timelines for the session 2022-23 are as follows:-

Category of Affiliation	Last Revised timeline	Revised Time line
Fresh Affiliation (Including Switch Over and Middle School syllabus)	<ul style="list-style-type: none">1st July 2021 to 31st July 20211st September to 31st October 2021	<ul style="list-style-type: none">1st September to 30th November, 2021
Upgradation of Affiliation	<ul style="list-style-type: none">1st July 2021 to 31st July 20211st September to 31st October 2021	<ul style="list-style-type: none">1st September to 30th November, 2021
All other categories	<ul style="list-style-type: none">16th March to throughout the year	<ul style="list-style-type: none">16th March to throughout the year

This is for information to all stakeholders

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE

केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
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5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi 110054.
6. The Director of Public Instruction (Schools), Union Territory Secretariat, Sector 09, Chandigarh 160017.
7. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim 737101.
8. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar 791111.
9. The Director of Education, Govt. of A & N Islands, Port Blair 744101.
10. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
11. The Secretary, Sainik Schools Society, Room No. 101 D-1 wing Sena Bhawan New Delhi-11
12. The Chairman, Odisha Adarsha Vidyalaya Sangathan, NO-1/9 Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha -751005
13. All Education Secretaries of States/ UTs.
14. All HODs of CBSE.
15. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
16. The SPS to Secretary, CBSE.
17. The Joint Secretary (A & L), CBSE.
18. The Deputy Secretary (Co-ordination Unit), CBSE.
19. The PRO, CBSE, Delhi for due Publicity
20. All the Regional Directors/ Regional Officers/ COE Heads of CBSE with the request to disseminate the information further.
21. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi 92 with request to upload the Circular in the main page as well as in the SARAS Portal for information to all stake holders.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE



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/PRACT/2021

24/02/2022

To
Head of the Schools
Affiliated with CBSE
(Through CBSE website)

**SUB: GUIDELINES FOR CONDUCTING PRACTICAL EXAMINATIONS/PROJECT
/INTERNAL ASSESSMENT FOR CLASSES X & XII, 2022 - REG.**

Madam/Sir,

As per provisions of Scheme of Studies/Examination Bye- Laws prescribed by the CBSE, the Practical Examinations/Project/Internal Assessment shall be conducted as under:

1. GENERAL

The Practical Examinations/Project/Internal Assessment shall be conducted strictly in accordance with the guidelines given on the weblink https://cbseacademic.nic.in/web_material/CurriculumMain22/termwise/Internal Assessment Practicals Projects.pdf.

The bifurcation of Term-I and Term-II shall be kept in mind while making preparations and planning for practicals.

Schools, for detailed instructions, may also refer to Section-XVIII of framework and significant guidelines available on weblink:

<https://www.cbse.gov.in/cbsenew/documents/letter%20for%20schools%20framework-merged.pdf>

2. DATES FOR CONDUCT

The Practical Examinations/Project/Internal Assessments shall be conducted from **02/03/2022 (Wednesday)**. **Last date would be 10 days before the date of last examination of respective classes.** No extension of the dates shall be considered by the Board.

3. DATES FOR UPLOADING MARKS

The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously from **02/03/2022**. The uploading of marks shall be completed by last date of respective class. No extension of the dates shall be considered by the Board.

4. ENSURING ERROR FREE UPLOADING

While uploading the marks, School, the Internal Examiner and the External Examiner (as the case may be) shall ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded.



Schools and Examiners shall, while awarding/uploading marks, also keep in mind maximum marks allotted for Practical/Project/Internal Assessment for Term-II as per guidelines issued by the CBSE.

5. COVID PROTOCOLS

The schools conducting Practical Examinations/Project/Internal Assessment shall ensure that all instructions of the Central/State Governments, Local Bodies and other Statutory Organizations related to containment of spread of COVID pandemic are observed to the full extent.

To avoid crowding and social distancing, the schools may consider splitting the group/batch of students in sub groups of 10 students each. First group of 10 students may attend the lab work while the other is doing pen & paper work and vice-versa.

CLASS-X

6. REGULAR STUDENTS

The Practical Examinations/Project/Internal Assessments shall be conducted by the schools themselves for regular students only as per the curriculum of the subject concerned.

7. APPOINTMENT OF EXTERNAL EXAMINER

No external examiner will be appointed by the Board for class-X.

8. PRIVATE STUDENTS

There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates. The marks prescribed for Practical Examinations/ Project/ Internal Assessments shall be computed on pro-rata basis based on the marks obtained in theory examination conducted by the Board if not carried forward as per rules of the Board. No action is desired from the schools in this regard.

CLASS-XII

9. REGULAR STUDENTS

For the regular students sponsored through L.O.C of Class XII, based on the eligibility/bonafide status of the student(s), Practical Examinations/Project Assessments shall be conducted in the school.

10. PRIVATE STUDENTS

There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates.

(a) CARRYING OVER OF MARKS IN R/o PRIVATE STUDENTS

The practical marks of private candidates (appearing in 2021-22) who had appeared as regular candidates in session 2020-21, whose marks are available in the result data of last year will be carried over for Board's Examination for session 2021-22. These candidates will not be required to appear in the practical examinations. Only in case of candidates who have

failed last year (2020-2021) in **practicals** will be required to appear in the practical examination in 2021-22.

(b) MARKS ON PRO-RATA BASIS IN R/O PRIVATE STUDENTS

In respect of candidates prior to session 2020-21, i.e. 2019-20 and before, marks prescribed for Practical Examinations/Project/Internal Assessments shall be computed on pro-rata basis, based on the marks obtained in theory examination.

11. APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.

The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments as per the modalities and subjects given in **Annexure-IV**.

The school authorities are not authorised to make alternate arrangement for conduct of practical examination/project assessment at local level. Practical examination can only be conducted by an examiner appointed by the Board.

All matters of any delay in conduct of practical examination due to non-availability/ refusal/non-reporting etc. shall be reported to Regional Office concerned immediately for further necessary directions from the Regional Office for appointment of new examiner.

12. APPOINTMENT OF OBSERVERS BY THE BOARD.

The Board may appoint Observer(s) in the schools to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of examinations/assessment. The schools shall get in touch with concerned Regional Office for obtaining the list of Observer(s).

13. ENSURING PRESENCE/AVAILABILITY OF EXTERNAL EXAMINERS

The school shall ensure presence/availability of External Examiners and Observers on all days of conduct of Practical Examinations/Project Assessments strictly as per the provision of appointment of external examiner by the Board.

14. APPOINTMENT OF INTERNAL EXAMINER

There will be an External Examiner as well as an Internal Examiner, as per the policy for Practical Examinations/Project Assessment. The school shall appoint an Internal Examiner of adequate experience and expertise in all such subjects. An order shall be issued by the School Principal for appointment of Internal Examiner with complete details of examiner and his duties and responsibilities.

15. INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER

Principal/Head of the School is required to get laboratory ready for the Practical examinations. The External Examiners shall visit the laboratory of the school at least one day prior to the day of conduct of examination/assessment to ensure availability of proper and adequate Apparatus/Equipment/Chemicals/other required material and all other arrangements etc.

In case of any shortcoming, the same should be brought to the personal notice of the Principal/Head of the School who shall be responsible for making arrangements and making up for the shortcomings such reported.

16. CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS

To ensure fair and proper assessment, Practical Examinations/Project Assessment should invariably be conducted in two or three sessions in a day if the number of candidates is more than 20.

In case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of each candidate.

17. UPLOADING OF PHOTOGRAPHS THROUGH APP-LINK

The schools are required to upload the photographs of conduct of examination/assessment.

For this purpose, an App-link will be provided to the schools **for uploading 01 group photograph of each batch during the practical examination.** Group Photo should consist of all the candidates of that batch, External examiner, Internal examiner and Observer. All faces should be clearly visible in the photograph.

The photograph shall be taken in the laboratory where practical examinations will be conducted and laboratory should be clearly seen in the photograph.

The software will ensure that photographs uploaded are geotagged and time tagged;

some other information such as batch number, total batches, date and time etc will also be required to be uploaded on the app/link.

18. ATTENDANCE SHEETS

Attendance Sheets of the students appearing in practical examination must be carefully filled in the proforma which will be provided to each school by the concerned Regional Office.

19. OTHER MATERIAL

The format of the following material/documents will be provided in the link of school log-in for download and for handing over to the concerned External examiner on his/her arrival:

- a) Manual Award List for use of any left out subject exam.
- b) Sample Envelope for sending Award List by External Examiners.

20. NEW ANSWER BOOK FOR PRACTICAL

It shall be ensured that the practical answer book supplied by the Regional Offices is used in practical examination. It is to be ensured that examiner completes all entries in practical answer books carefully and correctly.

Apart from conducting the Practical Examination/Project Assessments of the students of your school, you shall also ensure relieving of your PGT's deputed by the Board for conduct of Practical Examination/Project Assessment in other schools to ensure

that the whole process of practical examination is completed within the stipulated time. Non relieving of the teachers appointed as examiners will be viewed seriously and shall attract invocation of penalty provisions against the erring schools as per Affiliation and Examination Bye-Laws.

It is retreated that schools should adhere to the schedule and upload the marks correctly as no change in schedule and marks once uploaded will be changed. Also, in any case, practical should be conducted by the external examiner appointed by CBSE. In case, it is observed that directions of the Board have not been complied with by the schools, Board reserve its rights to cancel the Practical examination.

Schools may ensure genuineness of all circulars by checking on www.cbse.gov.in/cbsenew/examination_Circular.html

Yours faithfully,



(DR. SANYAM BHARDWAJ)

CONTROLLER OF EXAMINATIONS

ENCLOSURES:

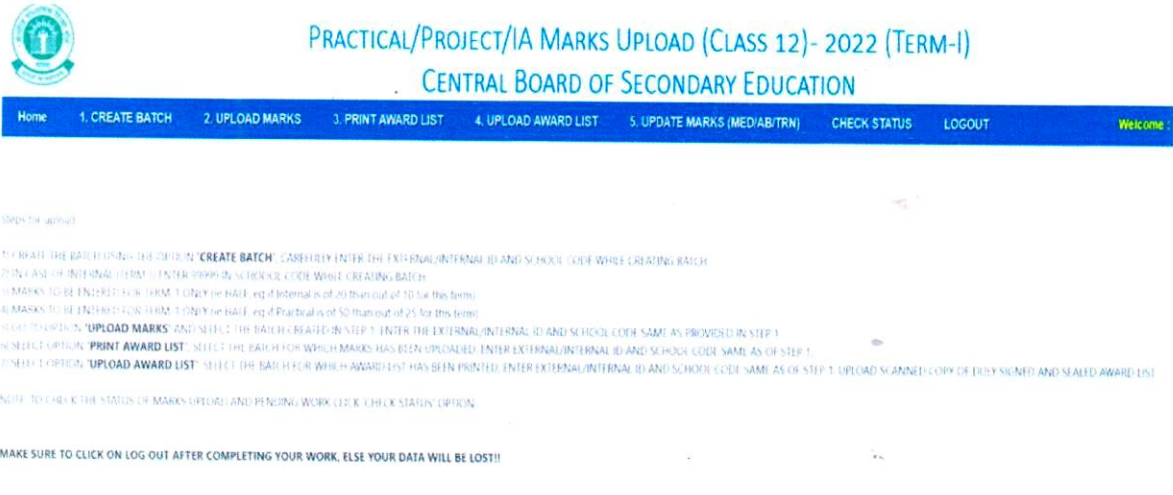
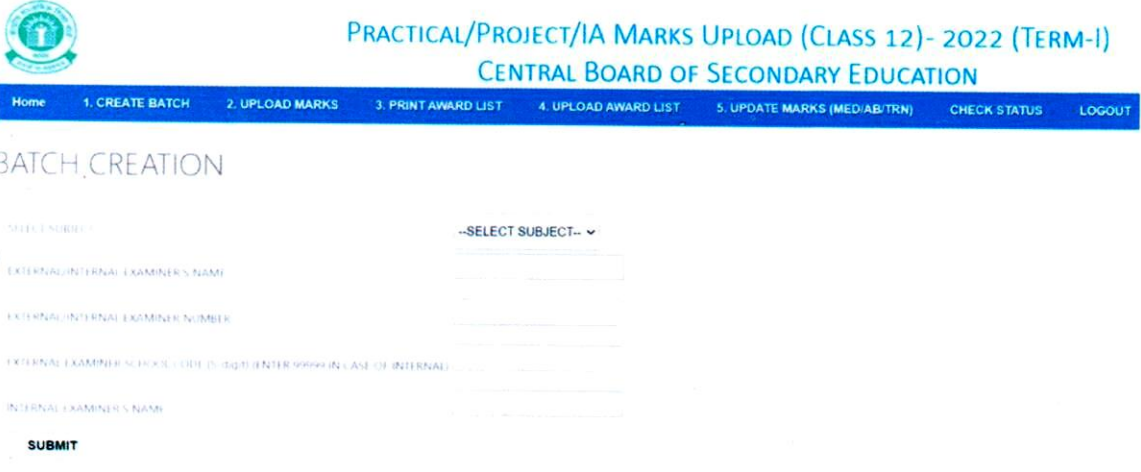
- APPENDIX-I** Scale of staff, rates of remuneration in respect of practical examinations.
- APPENDIX-II** Procedure for conducting practical examination/ project assessment.
- APPENDIX-III** Detailed steps for uploading practical examination/ project assessments marks.
- APPENDIX-IV** Subject wise list of distribution of marks and external examiner status.

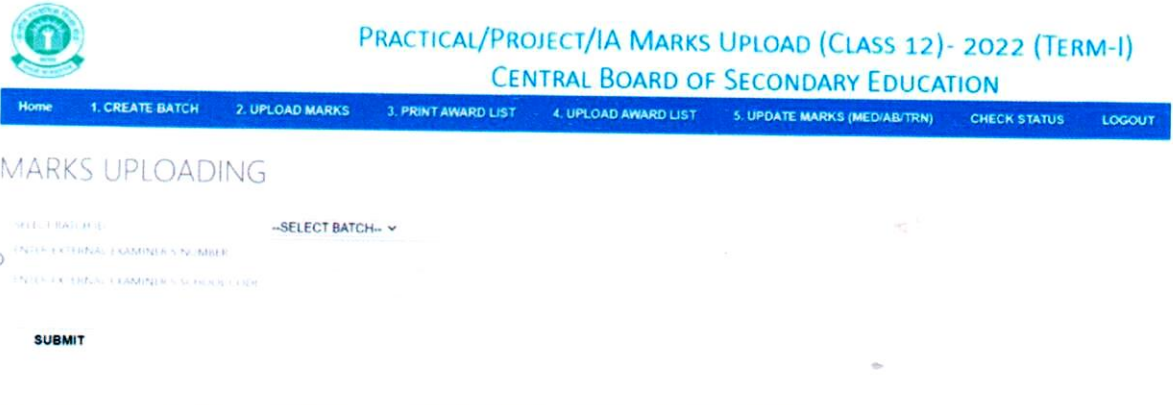
Copy to Web-admin with the request to upload on CBSE website.

SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINERS AND MISCELLANEOUS INSTRUCTIONS REGARDING SUBMISSION OF BILLS		
The support staff as per details given below is permitted to be deployed/used for helping the Examiners in conduct of Practical Examinations/Project Assessments: -		
SN	SUBJECTS/DUTY	PERMISSIBLE SUPPORT STAFF
(a)	Physics Chemistry	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(b)	Biology Geography Home Science	01 Laboratory Assistant 01 Laboratory Bearer
(c)	Music and Dance	01 Instrument Player 01 Music/Dance Room Helper
(d)	Other Subjects	01 Assistant Superintendent 01 Laboratory Bearer
(e)	Sanitation/Cleaning	01 Safai Karamchari per day
RATES OF REMUNERATION FOR SUPPORT STAFF		
(f)	Assistant Superintendent	Rs. 200/- per day
(g)	Laboratory Assistant	Rs. 200/- per day
(h)	Laboratory Bearer	Rs. 200/- per day
(i)	Safai Karamchari	Rs. 200/- per day
RATES OF REMUNERATION FOR EXTERNAL EXAMINERS		
(j)	Fine Arts	Rs. 25/- per candidate (Subject to minimum payment of Rs. 500/- per examiner) Rs. 250/- towards Conveyance/ Refreshment/other charges
(k)	All other subjects having Practical component or Project component	Rs. 15/- per candidate (Subject to minimum payment of Rs. 300/- per examiner) Rs. 250/- towards Conveyance/ Refreshment/other charges
INSTRUCTIONS REGARDING SUBMISSION OF BILLS		
All payments for Practical Examinations for Session 2021-22 will be made Integrated Payment System (IPS) only unless otherwise instructed.		
The schools may collect the bank Account details of the all the functionaries well in advance to ensure timely submission of details in IPS.		

SYSTEM/PROCEDURE FOR CONDUCTING PRACTICAL EXAMINATION/PROJECT ASSESSMENT	
(1)	The selection of Practical/Experiment from of the list of Practical/experiments supplied by the Board should be done through consensus of both the Examiners, External and Internal.
(2)	Questions for the viva-voce should be asked by both the Examiners and should relate either to the Project that the student has prepared or the Practical Examination in hand.
(3)	Questions of more general nature should be avoided.
(4)	Investigatory Projects especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks while project of a routine or stereotyped nature should only receive mediocre marks.
(5)	In the assessment and award of marks, follow strictly the marking scheme which is given in the List of Practicals/Experiments provided to the Examiners/Schools at the time of examination.
(6)	Every effort should be made to reach a consensus on the marks to be awarded to individual candidates. If difference of one or two marks still persists even after discussion, the average marks should be awarded. There should be no deviation from this rule.
(7)	Marks awarded for laboratory records, viva, Project and Practical must be separately shown on the Answer book along with the total marks, so that no complication arises later on.
(8)	No fractional marks should be uploaded in the Award List, if there is a fraction in the total of the marks assigned it should be increased to the next whole Number. For example, if a candidate gets 25.5 Marks, it should be entered as 26 in the Award List.
(9)	If irregularities are observed by either of the Examiners in the conduct of the Practical Examination/Project assessment, same must be included in the Examiner's report and it should be sent to the Asstt. Secretary (Confidential) of the concerned Regional Office within three days of the conduct of the Practical examination/Project assessment through E-mail or Fax& Speed Post.
(10)	Marks of the Practical examination/Project assessments shall be uploaded by the Internal & External Examiners together on the link provided, immediately after the assessment is over. The marks should be uploaded on the date of examination and from the school where practical examination is conducted by External Examiner following the due procedure/ steps.
(11)	After uploading Practical/Project marks online, 02 Hard Copies of the AwardList(s) be generated which shall have to be signed by both Examiners - Internal as well as External. NO CORRECTION IN THE MARKS WILL BE ACCEPTED ON HARD COPY. One copy of the award list, duly sealed, shall be handed over by the External Examiner to the Principal/Head of the Institution whose student's practical examination/project assessment has been conducted by the External Examiner along-with the answer books and second copy, duly sealed, will be sent to the concerned Regional Office by the External Examiner;

(12)	The school shall also immediately send the Hard Copy of the Award-lists so received from External Examiners and the answer books to the concerned Regional Office. The Answer Books as received from External Examiner, be sent by Insured/Registered Parcel by the Principal of the school. In case of Local Schools, Answer Books can be got delivered personally in the Board's Office. Answer Books of the practical/project examination should be serially arranged before sending to the CBSE.
(13)	Award-lists be sent separately by Insured/Registered post in a double Sealed Cover and should not be mixed with the Answer Books.
(14)	Board will be sending Practical Answer books in all practical subjects. However, in case there is any shortage of the Answer books, the same may be informed immediately with requirement to the concerned Regional Office. In case of plain table papers/drawing sheets/Graph sheets, the same may be got arranged from the school if not available or sent by CBSE.
(15)	Candidates found guilty of communicating or attempting to communicate with Examiners with the objective of influencing them in any way whatsoever will be deemed to have used/attempt unfair means. Examiners are required to report at once this office about such cases along with complete facts/papers/witnesses.
(16)	In case mistake is observed in carrying over the marks from Answer book to Award List or in case marks differ in words and figure on the Answer books or posted against wrong Roll No(s) in the Award List by the Examiners, the deduction on account of mistakes committed will be made from the Examiner concerned as per norms which may extend up-to full amount.
(17)	All instructions/provisions in regard with conduct of Practical Examination/Project assessment be followed/adhered strictly. Any deviation may lead to action as against defaulting Institution/Examiner as per applicable rules.

DETAILED STEPS FOR UPLOADING PRACTICAL EXAMINATION/PROJECT ASSESSMENTS MARKS	
(1)	Visit CBSE website https://cbse.gov.in and click on the icon e-Pariksha .
(2)	Enter your school's existing credentials as used for LOC/Registration to Log-in.
(3)	<p>A main menu will open up showing details of your school along with different menu options as shown below:</p> 
(4)	<p>To start the process, click on the “CREATE BATCH” link. Select the subject from dropdown for which batch is to be created, give required details of external and internal examiners (in case of internal examination enter “99999” in SCHOOL CODE) and click on “Submit” button. A list containing 100 (or maximum) students registered for the selected subject will show up. Click on “CONFIRM THIS BATCH” button, A Batch Id will be displayed, please make note of it.</p> 

(5)	<p>Now click on "UPLOAD MARKS" menu option. The Batch Id created in previous step will be shown in the drop-down menu. Select the appropriate batch; give in the external examiner details EXACTLY same as given during Batch Creation and click on "SUBMIT" button. A list of all the students in the selected batch will come up along with a column to enter marks. Fill in the correct marks (do not prefix 0s with the marks), keeping in mind the valid range of the marks for the subject selected OR select "Absent" from dropdown, and click on "PREVIEW". The Examiner will get preview of the entered marks just for confirmation of the marks entered. Students scoring less than minimum marks will be shown against red background colour, students marked Absent will be shown in yellow colour.</p> 
(6)	<p>If all marks found to be correct and both the Examiners are sure that no correction is required then click on "FINALIZE MARKS" else click on "MAKE CHANGES" to update/change marks. Once you click on "FINALIZE MARKS", a pop-up will appear asking for confirmation. If you want to change the marks, click on CANCEL or click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.</p>
(7)	<p>After finalization, click on "PRINT AWARD LIST" link. A page will show up with all the Batch Id for which data is being finalized. Select the appropriate batch; fill in the external examiner details, same as given during Batch Creation and click on SUBMIT. If all the details are correct, award list of students in the selected batch will come up. Take two print outs of the page, both Internal and External Examiners (if applicable) to sign at appropriate places.</p>
(8)	<p>ONE copy of the printout, DULY SEALED, to be handed over to Head of the school for sending to Regional Office along-with the practical answer books.</p>
(9)	<p>ONE copy of the printout duly sealed to be sent by External Examiner to the Regional Office concerned directly.</p>
(10)	<p>Convert the duly sealed and signed award list into a PDF file and upload using option "UPLOAD AWARD LIST"</p>

- (11) Click on "CHECK STATUS" option to generate batches uploaded and pending for upload.

Home 1. CREATE BATCH 2. UPLOAD MARKS 3. PRINT AWARD LIST 4. UPLOAD AWARD LIST 5. UPDATE MARKS (MED/AB/TRN) CHECK STATUS LOGOUT

MARKS UPLOAD STATUS

NOTIFICATIONS [CLICK HERE TO GET STATUS - REFRESH](#)

MARKS UPLOADED FOR THESE BATCHES. PLEASE GENERATE AWARD LIST ACCORDINGLY.

BATCH
BB500302705
BB500302804
BB500303019
BB500303020
BB500303714
BB500304101
BB500304102
BB500304221
BB500304318
BB500304407
BB500304615
BB500304816
BB500305411
BB500305623
BB500306513
BB500306617
BB500308322
BB500324103
BB500330108
BB500330109
BB500330110
BB500380212
BB500380306

MARKS SUBMITTED FOR ALL SUBJECTS!

- (12) External Examiner DO NOT FORGET TO LOG OUT from the system after taking printout.

- (13) External Examiner must keep in mind the following points: Batch Creation, Marks Uploading, Generating Award list and sealing of award list in the envelope should be done by the External examiner himself/herself ONLY. Marks of students, under any circumstances should not be disclosed to anyone. The process starting from Batch Creation to marks uploading and printing of award list should be completed within 90 minutes.

NOTE:

NO CHANGE IN MARKS IS ALLOWED AFTER FINALISATION AND COMPLETION OF PROCESS, SO PROPER ATTENTION OF BOTH THE EXAMINERS IS REQUIRED TO ENSURE CORRECTNESS OF SUBJECT PRACTICAL MARKS UPLOADED.

SUBJECT WISE LIST OF DISTRIBUTION OF MARKS AND EXTERNAL EXAMINER STATUS

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
1	10	002	HINDI COURSE - A	NO	-	-	010
2	10	003	URDU COURSE - A	NO	-	-	010
3	10	004	PUNJABI	NO	-	-	010
4	10	005	BENGALI	NO	-	-	010
5	10	006	TAMIL	NO	-	-	010
6	10	007	TELUGU	NO	-	-	010
7	10	008	SINDHI	NO	-	-	010
8	10	009	MARATHI	NO	-	-	010
9	10	010	GUJARATI	NO	-	-	010
10	10	011	MANIPURI	NO	-	-	010
11	10	012	MALAYALAM	NO	-	-	010
12	10	013	ODIA	NO	-	-	010
13	10	014	ASSAMESE	NO	-	-	010
14	10	015	KANNADA	NO	-	-	010
15	10	016	ARABIC	NO	-	-	010
16	10	017	TIBETAN	NO	-	-	010
17	10	018	FRENCH	NO	-	-	010
18	10	020	GERMAN	NO	-	-	010
19	10	021	RUSSIAN	NO	-	-	010
20	10	023	PERSIAN	NO	-	-	010
21	10	024	NEPALI	NO	-	-	010
22	10	025	LIMBOO	NO	-	-	010
23	10	026	LEPCHA	NO	-	-	010
24	10	031	CAR. MUSIC (VOCAL)	NO	025	-	010
25	10	032	CAR. MUSIC MEL. INS.	NO	025	-	010
26	10	033	CAR. MUSIC PER. INS.	NO	025	-	010
27	10	034	HIND. MUSIC (VOCAL)	NO	025	-	010
28	10	035	HIND. MUSIC MEL. INS.	NO	025	-	010
29	10	036	HIND. MUSIC PER. INS.	NO	025	-	010
30	10	041	MATHEMATICS STANDARD	NO	-	-	010
31	10	049	PAINTING	NO	025	-	010
32	10	064	HOME SCIENCE	NO	015	-	-
33	10	076	NATIONAL CADET CORPS	NO	-	-	015
34	10	085	HINDI COURSE - B	NO	-	-	010
35	10	086	SCIENCE	NO	-	-	010
36	10	087	SOCIAL SCIENCE	NO	-	-	010
37	10	089	TELUGU-TELANGANA	NO	-	-	010
38	10	092	BODO	NO	-	-	010
39	10	093	TANGKHUL	NO	-	-	010
40	10	094	JAPANESE	NO	-	-	010
41	10	095	BHUTIA	NO	-	-	010
42	10	096	SPANISH	NO	-	-	010
43	10	097	KASHMIRI	NO	-	-	010

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
44	10	098	MIZO	NO	-	-	010
45	10	099	BAHASA MELAYU	NO	-	-	010
46	10	122	SANSKRIT	NO	-	-	010
47	10	131	RAI	NO	-	-	010
48	10	132	GURUNG	NO	-	-	010
49	10	133	TAMANG	NO	-	-	010
50	10	134	SHERPA	NO	-	-	010
51	10	136	THAI	NO	-	-	010
52	10	154	ELEM. OF BUSINESS	NO	015	-	-
53	10	165	COMPUTER APPLICATIONS	NO	025	-	-
54	10	184	ENGLISH (LANG & LIT)	NO	-	-	010
55	10	241	MATHEMATICS BASIC	NO	-	-	010
56	10	254	ELEMENTS OF BOOK KEEPING & ACCOUNTANCY	NO	-	015	-
57	10	303	URDU COURSE-B	NO	-	-	010
58	10	401	RETAIL	NO	025	-	-
59	10	402	IT	NO	025	-	-
60	10	403	SECURITY	NO	025	-	-
61	10	404	AUTOMOTIVE	NO	025	-	-
62	10	405	INTRODUCTION TO FINANCIAL MARKETS	NO	025	-	-
63	10	406	INTRODUCTION TO TOURISM	NO	025	-	-
64	10	407	BEAUTY & WELLNESS	NO	025	-	-
65	10	408	AGRICULTURE	NO	025	-	-
66	10	409	FOOD PRODUCTION	NO	025	-	-
67	10	410	FRONT OFFICE OPERATIONS	NO	025	-	-
68	10	411	BANKING & INSURANCE	NO	025	-	-
69	10	412	MARKETING & SALES	NO	025	-	-
70	10	413	HEALTH CARE	NO	025	-	-
71	10	414	APPAREL	NO	025	-	-
72	10	415	MULTIMEDIA	NO	025	-	-
73	10	416	MULTI SKILL FOUNDATION COURSE	NO	025	-	-
74	10	417	ARTIFICIAL INTELLIGENCE	NO	025	-	-
75	10	418	PHYSICAL ACTIVITY TRAINER	NO	025	-	-
77	12	001	ENGLISH ELECTIVE	NO	-	-	010
78	12	002	HINDI ELECTIVE	NO	-	-	010
79	12	003	URDU ELECTIVE	NO	-	-	010
80	12	022	SANSKRIT ELECTIVE	NO	-	-	010
81	12	027	HISTORY	YES	-	010	-
82	12	028	POLITICAL SCIENCE	YES	-	010	-
83	12	029	GEOGRAPHY	YES	015	-	-
84	12	030	ECONOMICS	YES	-	010	-
85	12	031	CAR. MUSIC VOCAL	YES	025	-	010

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
86	12	032	CAR. MUSIC MEL INS	YES	025	-	010
87	12	033	CAR. MUSIC PER INS MRIDANGAM	YES	025	-	010
88	12	034	HIND MUSIC.VOCAL	YES	025	-	010
89	12	035	HIND. MUSIC MEL INS.	YES	025	-	010
90	12	036	HIND.PER INS.	YES	025	-	010
91	12	037	PSYCHOLOGY	YES	015	-	-
92	12	039	SOCIOLOGY	YES	-	010	-
93	12	041	MATHEMATICS	NO	-	-	010
94	12	042	PHYSICS	YES	015	-	-
95	12	043	CHEMISTRY	YES	015	-	-
96	12	044	BIOLOGY	YES	015	-	-
97	12	045	BIOTECHNOLOGY	YES	015	-	-
98	12	046	ENGG. GRAPHICS	YES	015	-	-
99	12	048	PHYSICAL EDUCATION	YES	015	-	-
100	12	049	PAINTING	YES	035	-	-
101	12	050	GRAPHICS	YES	035	-	-
102	12	051	SCULPTURE	YES	035	-	-
103	12	052	APP/COMMERCIAL ART	YES	035	-	-
104	12	054	BUSINESS STUDIES	YES	-	010	-
105	12	055	ACCOUNTANCY	YES	-	010	-
106	12	056	KATHAK - DANCE	YES	035	-	-
107	12	057	BHARATNATYAM - DANCE	YES	035	-	-
108	12	058	KUCHIPUDI - DANCE	YES	035	-	-
109	12	059	ODISSI - DANCE	YES	035	-	-
110	12	060	MANIPURI - DANCE	YES	035	-	-
111	12	061	KATHAKALI - DANCE	YES	035	-	-
112	12	064	HOME SCIENCE	YES	015	-	-
113	12	065	INFORMATICS PRAC. (NEW)	YES	015	-	-
114	12	066	ENTREPRENEURSHIP	YES	-	015	-
115	12	073	KNOWLEDGE TRADITION & PRACTICES OF INDIA	YES	-	015	-
116	12	074	LEGAL STUDIES	NO	-	010	-
117	12	076	NATIONAL CADET CORPS	YES	015	-	-
118	12	083	COMPUTER SCIENCE (NEW)	YES	015	-	-
119	12	104	PUNJABI	NO	-	-	010
120	12	105	BENGALI	NO	-	-	010
121	12	106	TAMIL	NO	-	-	010
122	12	107	TELUGU	NO	-	-	010
123	12	108	SINDHI	NO	-	-	010
124	12	109	MARATHI	NO	-	-	010
125	12	110	GUJARATI	NO	-	-	010
126	12	111	MANIPURI	NO	-	-	010
127	12	112	MALAYALAM	NO	-	-	010

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
128	12	113	ODIA	NO	-	-	010
129	12	114	ASSAMESE	NO	-	-	010
130	12	115	KANNADA	NO	-	-	010
131	12	116	ARABIC	NO	-	-	010
132	12	117	TIBETAN	NO	-	-	010
133	12	118	FRENCH	NO	-	-	010
134	12	120	GERMAN	NO	-	-	010
135	12	121	RUSSIAN	NO	-	-	010
136	12	123	PERSIAN	NO	-	-	010
137	12	124	NEPALI	NO	-	-	010
138	12	125	LIMBOO	NO	-	-	010
139	12	126	LEPCHA	NO	-	-	010
140	12	189	TELUGU TELANGANA	NO	-	-	010
141	12	192	BODO	NO	-	-	010
142	12	193	TANGKHUL	NO	-	-	010
143	12	194	JAPANESE	NO	-	-	010
144	12	195	BHUTIA	NO	-	-	010
145	12	196	SPANISH	NO	-	-	010
146	12	197	KASHMIRI	NO	-	-	010
147	12	198	MIZO	NO	-	-	010
148	12	241	APPLIED MATHEMATICS	NO	-	-	010
149	12	301	ENGLISH CORE	NO	-	-	010
150	12	302	HINDI CORE	NO	-	-	010
151	12	303	URDU CORE	NO	-	-	010
152	12	322	SANSKRIT CORE	NO	-	-	010
153	12	801	RETAIL	YES	020	-	-
154	12	802	INFORMATION TECHNOLOGY	YES	020	-	-
155	12	803	WEB APPLICATION	YES	020	-	-
156	12	804	AUTOMOTIVE	YES	020	-	-
157	12	805	FINANCIAL MARKETS MANAGEMENT	YES	020	-	-
158	12	806	TOURISM	YES	020	-	-
159	12	807	BEAUTY & WELLNESS	YES	020	-	-
160	12	808	AGRICULTURE	YES	015	-	-
161	12	809	FOOD PRODUCTION	YES	020	-	-
162	12	810	FRONT OFFICE OPERATIONS	YES	020	-	-
163	12	811	BANKING	YES	020	-	-
164	12	812	MARKETING	YES	020	-	-
165	12	813	HEALTH CARE	YES	020	-	-
166	12	814	INSURANCE	YES	020	-	-
167	12	816	HORTICULTURE	YES	020	-	-
168	12	817	TYPOGRAPHY & COMPUTER APPLICATION	YES	020	-	-
169	12	818	GEOSPATIAL TECHNOLOGY	YES	020	-	-

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
170	12	819	ELECTRICAL TECHNOLOGY	YES	020	-	-
171	12	820	ELECTRONIC TECHNOLOGY	YES	020	-	-
172	12	821	MULTIMEDIA	YES	025	-	-
173	12	822	TAXATION	YES	020	-	-
174	12	823	COST ACCOUNTING	YES	020	-	-
175	12	824	OFFICE PROCEDURES & PRACTICES	YES	020	-	-
176	12	825	SHORTHAND (ENGLISH)	YES	020	-	-
177	12	826	SHORTHAND (HINDI)	YES	020	-	-
178	12	827	AIR-CONDITIONING & REFRIGERATION	YES	020	-	-
179	12	828	MEDICAL DIAGNOSTICS	YES	020	-	-
180	12	829	TEXTILE DESIGN	YES	020	-	-
181	12	830	DESIGN	YES	025	-	-
182	12	831	SALESMANSHIP	YES	020	-	-
183	12	833	BUSINESS ADMINISTRATION	YES	015	-	-
184	12	834	FOOD NUTRITION & DIETETICS	YES	015	-	-
185	12	835	MASS MEDIA STUDIES	YES	015	-	-
186	12	836	LIBRARY & INFORMATION SCIENCE	YES	015	-	-
187	12	837	FASHION STUDIES	YES	015	-	-
188	12	841	YOGA	YES	025	-	-
189	12	842	EARLY CHILDHOOD CARE & EDUCATION	YES	025	-	-
190	12	843	ARTIFICIAL INTELLIGENCE	YES	025	-	-



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/PRACT/2021

24/02/2022

To
Head of the Schools
Affiliated with CBSE
(Through CBSE website)

**SUB: GUIDELINES FOR CONDUCTING PRACTICAL EXAMINATIONS/PROJECT
/INTERNAL ASSESSMENT FOR CLASSES X & XII, 2022 - REG.**

Madam/Sir,

As per provisions of Scheme of Studies/Examination Bye- Laws prescribed by the CBSE, the Practical Examinations/Project/Internal Assessment shall be conducted as under:

1. GENERAL

The Practical Examinations/Project/Internal Assessment shall be conducted strictly in accordance with the guidelines given on the weblink https://cbseacademic.nic.in/web_material/CurriculumMain22/termwise/Internal Assessment Practicals Projects.pdf.

The bifurcation of Term-I and Term-II shall be kept in mind while making preparations and planning for practicals.

Schools, for detailed instructions, may also refer to Section-XVIII of framework and significant guidelines available on weblink:

<https://www.cbse.gov.in/cbsenew/documents/letter%20for%20schools%20framework-merged.pdf>

2. DATES FOR CONDUCT

The Practical Examinations/Project/Internal Assessments shall be conducted from **02/03/2022 (Wednesday)**. **Last date would be 10 days before the date of last examination of respective classes.** No extension of the dates shall be considered by the Board.

3. DATES FOR UPLOADING MARKS

The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously from **02/03/2022**. The uploading of marks shall be completed by last date of respective class. No extension of the dates shall be considered by the Board.

4. ENSURING ERROR FREE UPLOADING

While uploading the marks, School, the Internal Examiner and the External Examiner (as the case may be) shall ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded.



Schools and Examiners shall, while awarding/uploading marks, also keep in mind maximum marks allotted for Practical/Project/Internal Assessment for Term-II as per guidelines issued by the CBSE.

5. COVID PROTOCOLS

The schools conducting Practical Examinations/Project/Internal Assessment shall ensure that all instructions of the Central/State Governments, Local Bodies and other Statutory Organizations related to containment of spread of COVID pandemic are observed to the full extent.

To avoid crowding and social distancing, the schools may consider splitting the group/batch of students in sub groups of 10 students each. First group of 10 students may attend the lab work while the other is doing pen & paper work and vice-versa.

CLASS-X

6. REGULAR STUDENTS

The Practical Examinations/Project/Internal Assessments shall be conducted by the schools themselves for regular students only as per the curriculum of the subject concerned.

7. APPOINTMENT OF EXTERNAL EXAMINER

No external examiner will be appointed by the Board for class-X.

8. PRIVATE STUDENTS

There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates. The marks prescribed for Practical Examinations/ Project/ Internal Assessments shall be computed on pro-rata basis based on the marks obtained in theory examination conducted by the Board if not carried forward as per rules of the Board. No action is desired from the schools in this regard.

CLASS-XII

9. REGULAR STUDENTS

For the regular students sponsored through L.O.C of Class XII, based on the eligibility/bonafide status of the student(s), Practical Examinations/Project Assessments shall be conducted in the school.

10. PRIVATE STUDENTS

There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates.

(a) CARRYING OVER OF MARKS IN R/o PRIVATE STUDENTS

The practical marks of private candidates (appearing in 2021-22) who had appeared as regular candidates in session 2020-21, whose marks are available in the result data of last year will be carried over for Board's Examination for session 2021-22. These candidates will not be required to appear in the practical examinations. Only in case of candidates who have

failed last year (2020-2021) in **practicals** will be required to appear in the practical examination in 2021-22.

(b) MARKS ON PRO-RATA BASIS IN R/O PRIVATE STUDENTS

In respect of candidates prior to session 2020-21, i.e. 2019-20 and before, marks prescribed for Practical Examinations/Project/Internal Assessments shall be computed on pro-rata basis, based on the marks obtained in theory examination.

11. APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.

The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments as per the modalities and subjects given in **Annexure-IV**.

The school authorities are not authorised to make alternate arrangement for conduct of practical examination/project assessment at local level. Practical examination can only be conducted by an examiner appointed by the Board.

All matters of any delay in conduct of practical examination due to non-availability/ refusal/non-reporting etc. shall be reported to Regional Office concerned immediately for further necessary directions from the Regional Office for appointment of new examiner.

12. APPOINTMENT OF OBSERVERS BY THE BOARD.

The Board may appoint Observer(s) in the schools to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of examinations/assessment. The schools shall get in touch with concerned Regional Office for obtaining the list of Observer(s).

13. ENSURING PRESENCE/AVAILABILITY OF EXTERNAL EXAMINERS

The school shall ensure presence/availability of External Examiners and Observers on all days of conduct of Practical Examinations/Project Assessments strictly as per the provision of appointment of external examiner by the Board.

14. APPOINTMENT OF INTERNAL EXAMINER

There will be an External Examiner as well as an Internal Examiner, as per the policy for Practical Examinations/Project Assessment. The school shall appoint an Internal Examiner of adequate experience and expertise in all such subjects. An order shall be issued by the School Principal for appointment of Internal Examiner with complete details of examiner and his duties and responsibilities.

15. INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER

Principal/Head of the School is required to get laboratory ready for the Practical examinations. The External Examiners shall visit the laboratory of the school at least one day prior to the day of conduct of examination/assessment to ensure availability of proper and adequate Apparatus/Equipment/Chemicals/other required material and all other arrangements etc.

In case of any shortcoming, the same should be brought to the personal notice of the Principal/Head of the School who shall be responsible for making arrangements and making up for the shortcomings such reported.

16. **CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS**

To ensure fair and proper assessment, Practical Examinations/Project Assessment should invariably be conducted in two or three sessions in a day if the number of candidates is more than 20.

In case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of each candidate.

17. **UPLOADING OF PHOTOGRAPHS THROUGH APP-LINK**

The schools are required to upload the photographs of conduct of examination/assessment.

For this purpose, an App-link will be provided to the schools **for uploading 01 group photograph of each batch during the practical examination.** Group Photo should consist of all the candidates of that batch, External examiner, Internal examiner and Observer. All faces should be clearly visible in the photograph.

The photograph shall be taken in the laboratory where practical examinations will be conducted and laboratory should be clearly seen in the photograph.

The software will ensure that photographs uploaded are geotagged and time tagged;

some other information such as batch number, total batches, date and time etc will also be required to be uploaded on the app/link.

18. **ATTENDANCE SHEETS**

Attendance Sheets of the students appearing in practical examination must be carefully filled in the proforma which will be provided to each school by the concerned Regional Office.

19. **OTHER MATERIAL**

The format of the following material/documents will be provided in the link of school log-in for download and for handing over to the concerned External examiner on his/her arrival:

- a) Manual Award List for use of any left out subject exam.
- b) Sample Envelope for sending Award List by External Examiners.

20. **NEW ANSWER BOOK FOR PRACTICAL**

It shall be ensured that the practical answer book supplied by the Regional Offices is used in practical examination. It is to be ensured that examiner completes all entries in practical answer books carefully and correctly.

Apart from conducting the Practical Examination/Project Assessments of the students of your school, you shall also ensure relieving of your PGT's deputed by the Board for conduct of Practical Examination/Project Assessment in other schools to ensure

that the whole process of practical examination is completed within the stipulated time. Non relieving of the teachers appointed as examiners will be viewed seriously and shall attract invocation of penalty provisions against the erring schools as per Affiliation and Examination Bye-Laws.

It is retreated that schools should adhere to the schedule and upload the marks correctly as no change in schedule and marks once uploaded will be changed. Also, in any case, practical should be conducted by the external examiner appointed by CBSE. In case, it is observed that directions of the Board have not been complied with by the schools, Board reserve its rights to cancel the Practical examination.

Schools may ensure genuineness of all circulars by checking on www.cbse.gov.in/cbsenew/examination_Circular.html

Yours faithfully,



(DR. SANYAM BHARDWAJ)

CONTROLLER OF EXAMINATIONS

ENCLOSURES:

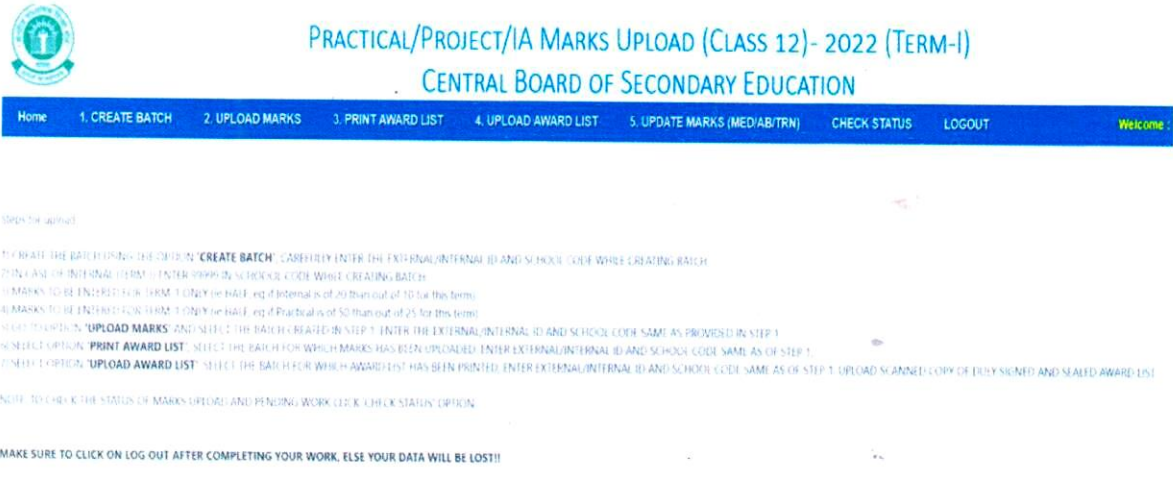
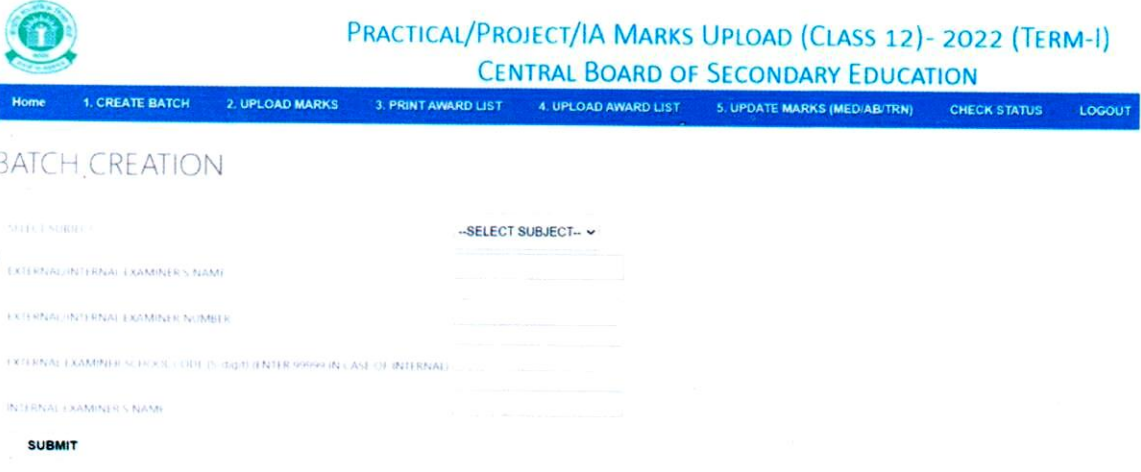
- APPENDIX-I** Scale of staff, rates of remuneration in respect of practical examinations.
- APPENDIX-II** Procedure for conducting practical examination/ project assessment.
- APPENDIX-III** Detailed steps for uploading practical examination/ project assessments marks.
- APPENDIX-IV** Subject wise list of distribution of marks and external examiner status.


Copy to Web-admin with the request to upload on CBSE website.

SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINERS AND MISCELLANEOUS INSTRUCTIONS REGARDING SUBMISSION OF BILLS		
The support staff as per details given below is permitted to be deployed/used for helping the Examiners in conduct of Practical Examinations/Project Assessments: -		
SN	SUBJECTS/DUTY	PERMISSIBLE SUPPORT STAFF
(a)	Physics Chemistry	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(b)	Biology Geography Home Science	01 Laboratory Assistant 01 Laboratory Bearer
(c)	Music and Dance	01 Instrument Player 01 Music/Dance Room Helper
(d)	Other Subjects	01 Assistant Superintendent 01 Laboratory Bearer
(e)	Sanitation/Cleaning	01 Safai Karamchari per day
RATES OF REMUNERATION FOR SUPPORT STAFF		
(f)	Assistant Superintendent	Rs. 200/- per day
(g)	Laboratory Assistant	Rs. 200/- per day
(h)	Laboratory Bearer	Rs. 200/- per day
(i)	Safai Karamchari	Rs. 200/- per day
RATES OF REMUNERATION FOR EXTERNAL EXAMINERS		
(j)	Fine Arts	Rs. 25/- per candidate (Subject to minimum payment of Rs. 500/- per examiner) Rs. 250/- towards Conveyance/ Refreshment/other charges
(k)	All other subjects having Practical component or Project component	Rs. 15/- per candidate (Subject to minimum payment of Rs. 300/- per examiner) Rs. 250/- towards Conveyance/ Refreshment/other charges
INSTRUCTIONS REGARDING SUBMISSION OF BILLS		
All payments for Practical Examinations for Session 2021-22 will be made Integrated Payment System (IPS) only unless otherwise instructed.		
The schools may collect the bank Account details of the all the functionaries well in advance to ensure timely submission of details in IPS.		

SYSTEM/PROCEDURE FOR CONDUCTING PRACTICAL EXAMINATION/PROJECT ASSESSMENT	
(1)	The selection of Practical/Experiment from of the list of Practical/experiments supplied by the Board should be done through consensus of both the Examiners, External and Internal.
(2)	Questions for the viva-voce should be asked by both the Examiners and should relate either to the Project that the student has prepared or the Practical Examination in hand.
(3)	Questions of more general nature should be avoided.
(4)	Investigatory Projects especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks while project of a routine or stereotyped nature should only receive mediocre marks.
(5)	In the assessment and award of marks, follow strictly the marking scheme which is given in the List of Practicals/Experiments provided to the Examiners/Schools at the time of examination.
(6)	Every effort should be made to reach a consensus on the marks to be awarded to individual candidates. If difference of one or two marks still persists even after discussion, the average marks should be awarded. There should be no deviation from this rule.
(7)	Marks awarded for laboratory records, viva, Project and Practical must be separately shown on the Answer book along with the total marks, so that no complication arises later on.
(8)	No fractional marks should be uploaded in the Award List, if there is a fraction in the total of the marks assigned it should be increased to the next whole Number. For example, if a candidate gets 25.5 Marks, it should be entered as 26 in the Award List.
(9)	If irregularities are observed by either of the Examiners in the conduct of the Practical Examination/Project assessment, same must be included in the Examiner's report and it should be sent to the Asstt. Secretary (Confidential) of the concerned Regional Office within three days of the conduct of the Practical examination/Project assessment through E-mail or Fax& Speed Post.
(10)	Marks of the Practical examination/Project assessments shall be uploaded by the Internal & External Examiners together on the link provided, immediately after the assessment is over. The marks should be uploaded on the date of examination and from the school where practical examination is conducted by External Examiner following the due procedure/ steps.
(11)	After uploading Practical/Project marks online, 02 Hard Copies of the AwardList(s) be generated which shall have to be signed by both Examiners - Internal as well as External. NO CORRECTION IN THE MARKS WILL BE ACCEPTED ON HARD COPY. One copy of the award list, duly sealed, shall be handed over by the External Examiner to the Principal/Head of the Institution whose student's practical examination/project assessment has been conducted by the External Examiner along-with the answer books and second copy, duly sealed, will be sent to the concerned Regional Office by the External Examiner;

(12)	The school shall also immediately send the Hard Copy of the Award-lists so received from External Examiners and the answer books to the concerned Regional Office. The Answer Books as received from External Examiner, be sent by Insured/Registered Parcel by the Principal of the school. In case of Local Schools, Answer Books can be got delivered personally in the Board's Office. Answer Books of the practical/project examination should be serially arranged before sending to the CBSE.
(13)	Award-lists be sent separately by Insured/Registered post in a double Sealed Cover and should not be mixed with the Answer Books.
(14)	Board will be sending Practical Answer books in all practical subjects. However, in case there is any shortage of the Answer books, the same may be informed immediately with requirement to the concerned Regional Office. In case of plain table papers/drawing sheets/Graph sheets, the same may be got arranged from the school if not available or sent by CBSE.
(15)	Candidates found guilty of communicating or attempting to communicate with Examiners with the objective of influencing them in any way whatsoever will be deemed to have used/attempt unfair means. Examiners are required to report at once this office about such cases along with complete facts/papers/witnesses.
(16)	In case mistake is observed in carrying over the marks from Answer book to Award List or in case marks differ in words and figure on the Answer books or posted against wrong Roll No(s) in the Award List by the Examiners, the deduction on account of mistakes committed will be made from the Examiner concerned as per norms which may extend up-to full amount.
(17)	All instructions/provisions in regard with conduct of Practical Examination/Project assessment be followed/adhered strictly. Any deviation may lead to action as against defaulting Institution/Examiner as per applicable rules.

DETAILED STEPS FOR UPLOADING PRACTICAL EXAMINATION/PROJECT ASSESSMENTS MARKS	
(1)	Visit CBSE website https://cbse.gov.in and click on the icon e-Pariksha .
(2)	Enter your school's existing credentials as used for LOC/Registration to Log-in.
(3)	<p>A main menu will open up showing details of your school along with different menu options as shown below:</p> 
(4)	<p>To start the process, click on the “CREATE BATCH” link. Select the subject from dropdown for which batch is to be created, give required details of external and internal examiners (in case of internal examination enter “99999” in SCHOOL CODE) and click on “Submit” button. A list containing 100 (or maximum) students registered for the selected subject will show up. Click on “CONFIRM THIS BATCH” button, A Batch Id will be displayed, please make note of it.</p> 

<p>(5)</p>	<p>Now click on "UPLOAD MARKS" menu option. The Batch Id created in previous step will be shown in the drop-down menu. Select the appropriate batch; give in the external examiner details EXACTLY same as given during Batch Creation and click on "SUBMIT" button. A list of all the students in the selected batch will come up along with a column to enter marks. Fill in the correct marks (do not prefix 0s with the marks), keeping in mind the valid range of the marks for the subject selected OR select "Absent" from dropdown, and click on "PREVIEW". The Examiner will get preview of the entered marks just for confirmation of the marks entered. Students scoring less than minimum marks will be shown against red background colour, students marked Absent will be shown in yellow colour.</p> 
<p>(6)</p>	<p>If all marks found to be correct and both the Examiners are sure that no correction is required then click on "FINALIZE MARKS" else click on "MAKE CHANGES" to update/change marks. Once you click on "FINALIZE MARKS", a pop-up will appear asking for confirmation. If you want to change the marks, click on CANCEL or click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.</p>
<p>(7)</p>	<p>After finalization, click on "PRINT AWARD LIST" link. A page will show up with all the Batch Id for which data is being finalized. Select the appropriate batch; fill in the external examiner details, same as given during Batch Creation and click on SUBMIT. If all the details are correct, award list of students in the selected batch will come up. Take two print outs of the page, both Internal and External Examiners (if applicable) to sign at appropriate places.</p>
<p>(8)</p>	<p>ONE copy of the printout, DULY SEALED, to be handed over to Head of the school for sending to Regional Office along-with the practical answer books.</p>
<p>(9)</p>	<p>ONE copy of the printout duly sealed to be sent by External Examiner to the Regional Office concerned directly.</p>
<p>(10)</p>	<p>Convert the duly sealed and signed award list into a PDF file and upload using option "UPLOAD AWARD LIST"</p>

- (11) Click on "CHECK STATUS" option to generate batches uploaded and pending for upload.

Home 1. CREATE BATCH 2. UPLOAD MARKS 3. PRINT AWARD LIST 4. UPLOAD AWARD LIST 5. UPDATE MARKS (MED/AB/TRN) CHECK STATUS LOGOUT

MARKS UPLOAD STATUS

NOTIFICATIONS [CLICK HERE TO GET STATUS - REFRESH](#)

MARKS UPLOADED FOR THESE BATCHES. PLEASE GENERATE AWARD LIST ACCORDINGLY.

BATCH

88500302795
88500302804
88500303019
88500303020
88500303714
88500304101
88500304102
88500304221
88500304318
88500304407
88500304615
88500304816
88500305411
88500305623
88500306513
88500306617
88500308322
88500324103
88500330108
88500330109
88500330110
88500380212
88500380306

MARKS SUBMITTED FOR ALL SUBJECTS!

- (12) External Examiner DO NOT FORGET TO LOG OUT from the system after taking printout.

- (13) External Examiner must keep in mind the following points: Batch Creation, Marks Uploading, Generating Award list and sealing of award list in the envelope should be done by the External examiner himself/herself ONLY. Marks of students, under any circumstances should not be disclosed to anyone. The process starting from Batch Creation to marks uploading and printing of award list should be completed within 90 minutes.

NOTE:

NO CHANGE IN MARKS IS ALLOWED AFTER FINALISATION AND COMPLETION OF PROCESS, SO PROPER ATTENTION OF BOTH THE EXAMINERS IS REQUIRED TO ENSURE CORRECTNESS OF SUBJECT PRACTICAL MARKS UPLOADED.

SUBJECT WISE LIST OF DISTRIBUTION OF MARKS AND EXTERNAL EXAMINER STATUS

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
1	10	002	HINDI COURSE - A	NO	-	-	010
2	10	003	URDU COURSE - A	NO	-	-	010
3	10	004	PUNJABI	NO	-	-	010
4	10	005	BENGALI	NO	-	-	010
5	10	006	TAMIL	NO	-	-	010
6	10	007	TELUGU	NO	-	-	010
7	10	008	SINDHI	NO	-	-	010
8	10	009	MARATHI	NO	-	-	010
9	10	010	GUJARATI	NO	-	-	010
10	10	011	MANIPURI	NO	-	-	010
11	10	012	MALAYALAM	NO	-	-	010
12	10	013	ODIA	NO	-	-	010
13	10	014	ASSAMESE	NO	-	-	010
14	10	015	KANNADA	NO	-	-	010
15	10	016	ARABIC	NO	-	-	010
16	10	017	TIBETAN	NO	-	-	010
17	10	018	FRENCH	NO	-	-	010
18	10	020	GERMAN	NO	-	-	010
19	10	021	RUSSIAN	NO	-	-	010
20	10	023	PERSIAN	NO	-	-	010
21	10	024	NEPALI	NO	-	-	010
22	10	025	LIMBOO	NO	-	-	010
23	10	026	LEPCHA	NO	-	-	010
24	10	031	CAR. MUSIC (VOCAL)	NO	025	-	010
25	10	032	CAR. MUSIC MEL. INS.	NO	025	-	010
26	10	033	CAR. MUSIC PER. INS.	NO	025	-	010
27	10	034	HIND. MUSIC (VOCAL)	NO	025	-	010
28	10	035	HIND. MUSIC MEL. INS.	NO	025	-	010
29	10	036	HIND. MUSIC PER. INS.	NO	025	-	010
30	10	041	MATHEMATICS STANDARD	NO	-	-	010
31	10	049	PAINTING	NO	025	-	010
32	10	064	HOME SCIENCE	NO	015	-	-
33	10	076	NATIONAL CADET CORPS	NO	-	-	015
34	10	085	HINDI COURSE - B	NO	-	-	010
35	10	086	SCIENCE	NO	-	-	010
36	10	087	SOCIAL SCIENCE	NO	-	-	010
37	10	089	TELUGU-TELANGANA	NO	-	-	010
38	10	092	BODO	NO	-	-	010
39	10	093	TANGKHUL	NO	-	-	010
40	10	094	JAPANESE	NO	-	-	010
41	10	095	BHUTIA	NO	-	-	010
42	10	096	SPANISH	NO	-	-	010
43	10	097	KASHMIRI	NO	-	-	010

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
44	10	098	MIZO	NO	-	-	010
45	10	099	BAHASA MELAYU	NO	-	-	010
46	10	122	SANSKRIT	NO	-	-	010
47	10	131	RAI	NO	-	-	010
48	10	132	GURUNG	NO	-	-	010
49	10	133	TAMANG	NO	-	-	010
50	10	134	SHERPA	NO	-	-	010
51	10	136	THAI	NO	-	-	010
52	10	154	ELEM. OF BUSINESS	NO	015	-	-
53	10	165	COMPUTER APPLICATIONS	NO	025	-	-
54	10	184	ENGLISH (LANG & LIT)	NO	-	-	010
55	10	241	MATHEMATICS BASIC	NO	-	-	010
56	10	254	ELEMENTS OF BOOK KEEPING & ACCOUNTANCY	NO	-	015	-
57	10	303	URDU COURSE-B	NO	-	-	010
58	10	401	RETAIL	NO	025	-	-
59	10	402	IT	NO	025	-	-
60	10	403	SECURITY	NO	025	-	-
61	10	404	AUTOMOTIVE	NO	025	-	-
62	10	405	INTRODUCTION TO FINANCIAL MARKETS	NO	025	-	-
63	10	406	INTRODUCTION TO TOURISM	NO	025	-	-
64	10	407	BEAUTY & WELLNESS	NO	025	-	-
65	10	408	AGRICULTURE	NO	025	-	-
66	10	409	FOOD PRODUCTION	NO	025	-	-
67	10	410	FRONT OFFICE OPERATIONS	NO	025	-	-
68	10	411	BANKING & INSURANCE	NO	025	-	-
69	10	412	MARKETING & SALES	NO	025	-	-
70	10	413	HEALTH CARE	NO	025	-	-
71	10	414	APPAREL	NO	025	-	-
72	10	415	MULTIMEDIA	NO	025	-	-
73	10	416	MULTI SKILL FOUNDATION COURSE	NO	025	-	-
74	10	417	ARTIFICIAL INTELLIGENCE	NO	025	-	-
75	10	418	PHYSICAL ACTIVITY TRAINER	NO	025	-	-
77	12	001	ENGLISH ELECTIVE	NO	-	-	010
78	12	002	HINDI ELECTIVE	NO	-	-	010
79	12	003	URDU ELECTIVE	NO	-	-	010
80	12	022	SANSKRIT ELECTIVE	NO	-	-	010
81	12	027	HISTORY	YES	-	010	-
82	12	028	POLITICAL SCIENCE	YES	-	010	-
83	12	029	GEOGRAPHY	YES	015	-	-
84	12	030	ECONOMICS	YES	-	010	-
85	12	031	CAR. MUSIC VOCAL	YES	025	-	010

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
86	12	032	CAR. MUSIC MEL INS	YES	025	-	010
87	12	033	CAR. MUSIC PER INS MRIDANGAM	YES	025	-	010
88	12	034	HIND MUSIC.VOCAL	YES	025	-	010
89	12	035	HIND. MUSIC MEL INS.	YES	025	-	010
90	12	036	HIND.PER INS.	YES	025	-	010
91	12	037	PSYCHOLOGY	YES	015	-	-
92	12	039	SOCIOLOGY	YES	-	010	-
93	12	041	MATHEMATICS	NO	-	-	010
94	12	042	PHYSICS	YES	015	-	-
95	12	043	CHEMISTRY	YES	015	-	-
96	12	044	BIOLOGY	YES	015	-	-
97	12	045	BIOTECHNOLOGY	YES	015	-	-
98	12	046	ENGG. GRAPHICS	YES	015	-	-
99	12	048	PHYSICAL EDUCATION	YES	015	-	-
100	12	049	PAINTING	YES	035	-	-
101	12	050	GRAPHICS	YES	035	-	-
102	12	051	SCULPTURE	YES	035	-	-
103	12	052	APP/COMMERCIAL ART	YES	035	-	-
104	12	054	BUSINESS STUDIES	YES	-	010	-
105	12	055	ACCOUNTANCY	YES	-	010	-
106	12	056	KATHAK - DANCE	YES	035	-	-
107	12	057	BHARATNATYAM - DANCE	YES	035	-	-
108	12	058	KUCHIPUDI - DANCE	YES	035	-	-
109	12	059	ODISSI - DANCE	YES	035	-	-
110	12	060	MANIPURI - DANCE	YES	035	-	-
111	12	061	KATHAKALI - DANCE	YES	035	-	-
112	12	064	HOME SCIENCE	YES	015	-	-
113	12	065	INFORMATICS PRAC. (NEW)	YES	015	-	-
114	12	066	ENTREPRENEURSHIP	YES	-	015	-
115	12	073	KNOWLEDGE TRADITION & PRACTICES OF INDIA	YES	-	015	-
116	12	074	LEGAL STUDIES	NO	-	010	-
117	12	076	NATIONAL CADET CORPS	YES	015	-	-
118	12	083	COMPUTER SCIENCE (NEW)	YES	015	-	-
119	12	104	PUNJABI	NO	-	-	010
120	12	105	BENGALI	NO	-	-	010
121	12	106	TAMIL	NO	-	-	010
122	12	107	TELUGU	NO	-	-	010
123	12	108	SINDHI	NO	-	-	010
124	12	109	MARATHI	NO	-	-	010
125	12	110	GUJARATI	NO	-	-	010
126	12	111	MANIPURI	NO	-	-	010
127	12	112	MALAYALAM	NO	-	-	010

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
128	12	113	ODIA	NO	-	-	010
129	12	114	ASSAMESE	NO	-	-	010
130	12	115	KANNADA	NO	-	-	010
131	12	116	ARABIC	NO	-	-	010
132	12	117	TIBETAN	NO	-	-	010
133	12	118	FRENCH	NO	-	-	010
134	12	120	GERMAN	NO	-	-	010
135	12	121	RUSSIAN	NO	-	-	010
136	12	123	PERSIAN	NO	-	-	010
137	12	124	NEPALI	NO	-	-	010
138	12	125	LIMBOO	NO	-	-	010
139	12	126	LEPCHA	NO	-	-	010
140	12	189	TELUGU TELANGANA	NO	-	-	010
141	12	192	BODO	NO	-	-	010
142	12	193	TANGKHUL	NO	-	-	010
143	12	194	JAPANESE	NO	-	-	010
144	12	195	BHUTIA	NO	-	-	010
145	12	196	SPANISH	NO	-	-	010
146	12	197	KASHMIRI	NO	-	-	010
147	12	198	MIZO	NO	-	-	010
148	12	241	APPLIED MATHEMATICS	NO	-	-	010
149	12	301	ENGLISH CORE	NO	-	-	010
150	12	302	HINDI CORE	NO	-	-	010
151	12	303	URDU CORE	NO	-	-	010
152	12	322	SANSKRIT CORE	NO	-	-	010
153	12	801	RETAIL	YES	020	-	-
154	12	802	INFORMATION TECHNOLOGY	YES	020	-	-
155	12	803	WEB APPLICATION	YES	020	-	-
156	12	804	AUTOMOTIVE	YES	020	-	-
157	12	805	FINANCIAL MARKETS MANAGEMENT	YES	020	-	-
158	12	806	TOURISM	YES	020	-	-
159	12	807	BEAUTY & WELLNESS	YES	020	-	-
160	12	808	AGRICULTURE	YES	015	-	-
161	12	809	FOOD PRODUCTION	YES	020	-	-
162	12	810	FRONT OFFICE OPERATIONS	YES	020	-	-
163	12	811	BANKING	YES	020	-	-
164	12	812	MARKETING	YES	020	-	-
165	12	813	HEALTH CARE	YES	020	-	-
166	12	814	INSURANCE	YES	020	-	-
167	12	816	HORTICULTURE	YES	020	-	-
168	12	817	TYPOGRAPHY & COMPUTER APPLICATION	YES	020	-	-
169	12	818	GEOSPATIAL TECHNOLOGY	YES	020	-	-

SN	CLASS	SUB	SUBNAME	External Practical Examiner	PRACTICAL TERM-II 2021-22		
					Practical	Project	Internal Assessment
170	12	819	ELECTRICAL TECHNOLOGY	YES	020	-	-
171	12	820	ELECTRONIC TECHNOLOGY	YES	020	-	-
172	12	821	MULTIMEDIA	YES	025	-	-
173	12	822	TAXATION	YES	020	-	-
174	12	823	COST ACCOUNTING	YES	020	-	-
175	12	824	OFFICE PROCEDURES & PRACTICES	YES	020	-	-
176	12	825	SHORTHAND (ENGLISH)	YES	020	-	-
177	12	826	SHORTHAND (HINDI)	YES	020	-	-
178	12	827	AIR-CONDITIONING & REFRIGERATION	YES	020	-	-
179	12	828	MEDICAL DIAGNOSTICS	YES	020	-	-
180	12	829	TEXTILE DESIGN	YES	020	-	-
181	12	830	DESIGN	YES	025	-	-
182	12	831	SALESMANSHIP	YES	020	-	-
183	12	833	BUSINESS ADMINISTRATION	YES	015	-	-
184	12	834	FOOD NUTRITION & DIETETICS	YES	015	-	-
185	12	835	MASS MEDIA STUDIES	YES	015	-	-
186	12	836	LIBRARY & INFORMATION SCIENCE	YES	015	-	-
187	12	837	FASHION STUDIES	YES	015	-	-
188	12	841	YOGA	YES	025	-	-
189	12	842	EARLY CHILDHOOD CARE & EDUCATION	YES	025	-	-
190	12	843	ARTIFICIAL INTELLIGENCE	YES	025	-	-



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/CE/PPS/2021

09/02/2022

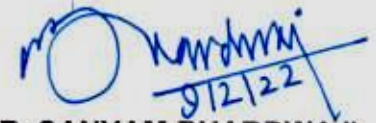
NOTIFICATION

CBSE vide Circular No.Acad-51/2021 dated 5th July, 2021, notified that in the session 2021-2022, Board Examinations would be conducted in two terms, i.e., Term I and Term II. This decision was taken due to the uncertainty arising out of COVID-19 Pandemic.

Term I examinations have already been conducted by the Board recently. The Board after discussions with various stakeholders and taking into consideration the COVID-19 Pandemic situation in the country has decided to conduct the Term II examinations in offline mode as per the following:-

1. Term II Theory examinations will commence from **26th April, 2022**.
2. The pattern of the question papers will be the same as that of Sample Question Papers hosted on Boards Website.
3. The students will appear in the examinations from the allotted examination centres as done during the preceding years.
4. The Date Sheet for Classes X and XII will be released soon and the same will be available on Board's website at www.cbse.nic.in.

Messages/information spreading on social media may be considered only after verifying the facts available on the Board's website.


9/2/22

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

Copy to Web-admin with the request to upload on Board's website.





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/CE/PPS/2021

09/02/2022

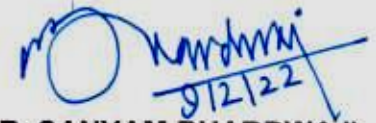
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