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केन्द्रीय माध्यमिक शिक्षा बोर्ड (क्षेत्रीय कार्यालय)

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
टोडरमल मार्ग, अजमेर 305030 (राजस्थान)

CENTRAL BOARD OF SECONDARY EDUCATION (REGIONAL OFFICE)

(An autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
TODARMAL MARG, AJMER- 305030 (Raj.)

पत्रांक
CBSE/RO(AJM)/EXAM/2015

दिनांक
Dated : 15/05/2015

The Principals,
All the Heads of Institutions Affiliated to CBSE
Under the jurisdiction of Ajmer Region.

Sub: - Inclusive compliance of Direct Admission Criteria & Subject Changing Rules laid down by the Board.

Dear Sir/Madam,

The Central Board of Secondary Education vide 'Rule 26' of its Examination Bye-Laws has defined specific provision under which requests of Schools for change of subjects of students in Classes IX/XI be considered. Besides, vide its 'Rule 7.3' and '7.5 (i)' standard regulations and precise guidelines in respect of Direct Admission of students to Classes X & XII respectively has been prescribed. Various Circulars and Notifications on analogous subjects have also been issued from time to time for invariable compliance by all affiliated Schools.

Rule 26 — Change of Subject(s):

It is being recurrently observed that applications forwarded by some Schools for change of subjects of students directly in Classes X/XII are being invariably and callously forwarded to the Board. Most of these applications either fully or partially not conforms to the standard norm but are still forwarded to the Board for consideration. It must be precisely understood that the Board has accorded standing permission to Heads of Schools itself for allowing change of subject(s) only in Class XI but not later than **31st of October** of that academic session. In other words, no candidate shall be permitted to change his subject of study after passing Class IX or XI and the candidate shall not offer a subject in Class X and XII which he/she had not studied & passed in Class IX and XI respectively.

Rule 7.3 & 7.5 (i) — Direct Admission to Class X & XII respectively:

In addition to the above, the Board has precisely laid down that both Secondary and Senior Secondary level are of two years integrated course and therefore no admission shall be taken directly in Class X/XII respectively. Nevertheless, direct admission to Class X/XII in a School shall be open only to such a student who has:

- Completed a regular course of study for Class IX/XI and has passed Class IX/XI examination from an institution recognized by/affiliated to this or any recognized Board in India.
- Migrating from/within one city/state to another only on the transfer of the parent(s) or shifting of his/her family from one place to another.

Contd....2/-

Applications of parents/guardians specifically under the above two circumstances should be forwarded by the Head of Schools to the Board together with details and certified copies of the following documents, maximum within one month of admission of the student for obtaining post facto approval of the Board:

- a) Enrolment position of the respective Class and its acceptable strength limit.
- b) Progress Report Card of the previous Class.
- c) Transfer/School Leaving Certificate duly countersigned by the Educational Authorities in respect of State or any other Board other than CBSE.
- d) Transfer/Movement Order of the parent(s) in respect of Transfer OR proof of both old and new residences in respect of shifting of family from one place to another.

In case of availability of enrolment in Class X/XII as the case may be, all applications for direct admissions as far as possible should be duly forwarded as above by **31st of August** of that academic session. Thereafter, preference shall only be given to students migrating from/within one city/state to another owing to transfer of the parent(s).

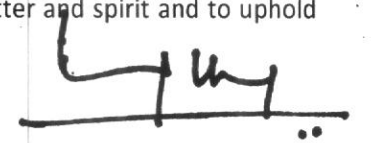
In the matter of direct admission of students passing qualifying examination from an examining body outside India shall also be regulated as per above but after obtaining an Eligibility Certificate from CBSE Headquarters, according to the provisions contained in Rule 6.2 of Exam. Bye-Laws.

However, inspite of the above, in every academic session the Regional Office is flooded with numerous applications forwarded by some Schools, whereby students are either provisionally allowed change of Subject(s) in Class X/XII at Schools' end pending approval from the Board or are provisionally admitted directly in Class X/XII on the basis of an undertaking without fully conforming to the prescribed rules. **Such practice of provisionally allowing change of subjects and/or admitting candidates directly in Classes X/XII breaching the Bye Laws of the Board generates false expectations for the students/parents towards the Board. All Such unreasonable practices should be abandoned henceforth.**

At the same time, Schools should also exercise extreme restraint while forwarding applications for seeking permission(s) on the issues highlighted above while citing special circumstances and invoking discretionary powers of the **Hon'ble Chairperson**. Schools, while forwarding such applications notwithstanding anything contained in the Rules as above, must bear in mind that only exceptional and unusually deserving cases should fall under the ambit of such a provision and this condition should be sparingly exercised and be considered desirable only if the student otherwise fulfils the basic criteria and adheres to the cut-off dates.

In view of the above, all such Schools are hereby once again directed to utilize their wisdom while forwarding all genuine applications and at the same time outrightly reject those not holding merit for worthy of consideration in the light of the rules framed by the Board and/or falling beyond the stipulated time frame, to avoid interruptions and delays in finalizing the registration and data compilation process by the Board.

The Board expects the Schools to follow the above guidelines in its true letter and spirit and to uphold the sanctity of the Bye-laws so framed after much deliberation.



(KAMAL PATHAK)
REGIONAL DIRECTOR