



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

COORD/ROs/2019

06.05.2019

CIRCULAR

To,  
The Heads of Institutions  
affiliated to CBSE

**Sub: Instructions and Standard Operating Procedures for change of subject(s) in Classes X & XII**

Madam/Sir,

As per Affiliation Bye-laws, the academic session for all classes is from April to March. Several students change subject(s) while studying in Class X or XII on various grounds. However, as per the scheme of studies both classes X (IX & X) and XII (XI & XII) is two year course, students be counselled to offer those subjects in Class IX/XI which they would like to continue in Class X/XII and are available in the school, for which provisions exist in the Examination Bye-laws.

You are aware that vide Notification No. COORD/EC-6.12.2018/2019 dated 13.03.2019 at S.No. II amendment in Rule 26 of Examination Bye-laws has been communicated relating to the policy for change in subject(s). As per revised Rule, request for change of subject(s) in Class X/XII will be accepted provided such a request has been made before 15<sup>th</sup> July of the academic session. In order to streamline the process for change of subject(s) in Class X/XII, Standard Operating Procedures have been framed and are as under:

S.No.	Activity	Schedule
1	Parent/Candidate to apply for change of subject(s) in the format given at Annexure-I alongwith -  a) Request of the student/parent for change of subject b) Report card of previous class if school is same c) Report card and Transfer Certificate from previous school, if school has been changed or being changed d) Medical Certificate from Government hospital, in case of medical ground e) Relevant document supporting the reason other than (a) to (d) above	Upto 15 <sup>th</sup> July of the academic session

2	<p>When school will receive any request, the same will be analysed by the school as to whether: -</p> <p>(a) The reason for change of subject is genuine?</p> <p>(b) What was the performance in class IX/XI?</p> <p>(c) Whether the child is unable to cope up?</p> <p>(d) New subject requested to offer is available in school</p> <p>(e) Teacher of desired subject is also available in the school</p> <p>(f) School has affiliation in respect of that subject from Affiliation Unit or from Skill Education Unit (for Skill subjects)</p> <p>(g) Selected combination of subjects is valid as per the scheme of studies.</p>	Upto 15 <sup>th</sup> July of the academic session
3	<p>Schools to compile all subject change cases in tabular form (separately for Class X and XII) supported with documents as mentioned above and forward the requests to Regional Office of CBSE with specific recommendation of subject teacher/class teacher and Principal alongwith relevant documents/marksheet, etc. Format of letter is given at Annexure –II.</p> <p><b>(only one request each for Class X &amp; XII will be accepted from each school).</b></p>	within 07 days from the date of activity at Sl. No.02 i.e. 21 <sup>st</sup> July
4	Regional Office to communicate deficiency, if any, to the schools	Within one month from the date of receipt i.e. 20 <sup>th</sup> August
5	Schools will communicate fulfilment of deficiency to the Regional Office	within 07 days from the date of activity at Sl. No.04 i.e. 27 <sup>th</sup> August
6	Last date for according approval by CBSE	15 <sup>th</sup> September as the last date for submission of LOC with normal fee(without late fee) is 30 <sup>th</sup> September
7	<p>a) In case of change of subject on account of direct admission after 15<sup>th</sup> July based on transfer of parent who is a government employee</p> <p>b) In case of change of subject on account of direct admission within 07 days of declaration of 1<sup>st</sup> chance Compartment result by CBSE</p>	To be sent to concerned Regional Office so as to reach within 07 days of admission

**Before forwarding the request to CBSE, school will ensure that: -**

1. In no manner, any request to change the subjects that parents will make their own arrangement of study will be accepted by the CBSE. Now, almost all the subjects are having internal assessment and schools need to provide the performance in internal assessment of the student.
2. They are not deviating from the directions. If in any case, it is found that instructions have not been followed, CBSE will reject the request for which school will be responsible.
3. Schools are requested to read and understand above directions so that the same are strictly complied with.
4. Schools will ensure that all documents as per requirement are obtained from the parent/student and provided to the concerned Regional Office.
5. All documents need to be provided in chronological order as mentioned above in all the cases.

Yours faithfully,



**(DR. SANYAM BHARDWAJ)**  
**CONTROLLER OF EXAMINATIONS**

To,  
The Principal,  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Request for change of subject in respect of Ms/Master \_\_\_\_\_  
of Class \_\_\_\_\_.**

Madam/Sir,

My ward, Ms/Master \_\_\_\_\_, a student of  
your school of Class/Section \_\_\_\_\_ is seeking change in the subject(s) due to the  
following reasons-

- (a)
- (b)

Documents as under are enclosed in support of the reasons-

- a)
- b)

I request you to allow change of subject(s) of my ward as under:-

S.No.	Present subject(s)		Subjects to be taken	
	Subject Code	Name	Subject Code	Name
1.				
2.				

\_\_\_\_\_  
Signature of Parent  
(with date)

Name: \_\_\_\_\_

Address \_\_\_\_\_

Contact No. \_\_\_\_\_

Email ID: \_\_\_\_\_

[On School Letter Head]

To,

Regional Officer  
CBSE\_\_\_\_\_  
\_\_\_\_\_**Sub: Request for change of Subject(s) in Class \_\_\_\_\_.**

Madam/Sir,

I am forwarding herewith the requests for change of subject(s) in respect of following students alongwith relevant documents:

Students Details				Change in Subject			
S.No.	Name of Student	Reason for change of subject(s)	Documents supporting the reason	From		To	
				Sub Code	Sub Name	Sub Code	Sub Name

It is certified that I have carefully examined the requests as per instructions provided by the CBSE. The subjects are valid combinations and available in the school. Regular and Qualified teacher(s) in the subject(s) is/are also available in the school to teach the subject(s).

I recommend the above change in the subject(s) keeping in view the interest and future of the student(s). Kindly allow the above changes in the subjects.

**Principal Name/Sign**