केंद्रीय माध्यमिक शिक्षा बोर्ड

 **CENTRAL BOARD OF SECONDARY EDUCATION**

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

**(An Autonomous Organisation under the Union Ministry of HRD, Govt. of India)**

**शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीत विहार, दिल्ली –110092**

**SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092**

**Website:** [**www.cbse.nic.in**](http://www.cbse.nic.in)

**CBSE/ASC/112543/2016/1747 19th October, 2016**

**CIRCULAR**

**Sub: Revised Instruction and Standard Operating System regarding change of subject.**

Board has prescribed rules regarding change of subject vide Rule 26 of Examination Bye-laws of the Board.

After due considerations it has been decided by the Competent Authority to delegate power for change of subject to Regional officer/Regional Director of the Regional Offices of the Board in respect of requests received upto 31st August of the year. This supersede delegation of power for change of subject issued vide letter No. CBSE/SO(Ptg)/2011/2579-2603 dated 21.10.2011. Change of subjects will be done in a manner as provided in Standard Operating Procedure detailed as Annexure (s).

Indicative list of scheme of studies & list of valid-invalid subject combinations has also been prepared to help parents/schools to choose correct combination of subjects.

Regional Officer/Regional Director of CBSE Regional Offices are requested to consider requests for change of subject within the prescribed time schedule.


  **(K. K. Choudhury)**

 **CONTROLLER OF EXAMINATIONS**

**Annexure-I**

**Standard Operating Procedure for Change of Subject**

**Step I:** Parent/Candidate may apply for change of subject. Format of request to be made by parents is given at Annexure-II.

**Step II:** School will analyse the request as to whether:-

1. The reason for change is genuine
2. Whether the child is unable to cope up and if yes, it is reflected in poor marks in that subject.
3. New subject being asked by parent is available in school:
4. School has taken affiliation in respect of that subject from affiliation unit CBSE (or from Vocational Unit for Vocational subjects)
5. Selected combination of subject is not invalid as per the combination of subject wherever applicable.

**Step III:** School will forward the requests to Regional Office of CBSE within 07 days from the date of receipt from parents with specific recommendation of subject teacher/class teacher and Principal alongwith relevant documents/marksheet, etc. Format of letter is given at Annexure –III.

**Step IV:**

(A) On receipt of request the Regional Office concerned will process the request Regional Officer will maintain a register in which all such requests received from schools will entered in chronological order and disposed in accordance with first come first serve basis.

(B) Subjects can be changed by the Regional Officer where he/she is satisfied on the basis of records that

1. The student has studied the subject in class XI; but due to admission in new school that subject is not available.
2. Those who have failed in Class XII may require for change of subject i.e. taking readmission in school as regular candidate.
3. where student has scored poorly in Quarterly/Semester examination and is not able to cope-up.
4. Student wants to study additional subject/or there is lack of interest in the subject.

(C) Change of Subject will be granted by the Regional Officer/Regional Director after due checking of (all of the) following:-

1. Combination of subject to be opted is valid as per scheme of studies wherever applicable. For any doubt regarding valid/invalid vocational combinations Regional Officers may seek advice from Vocational Unit of the Board. (Email: addldirector.cbse@gmail.com, addldir.voc@gmail.com, Telephone No. 011-22527184, 22421435, 22527173, 22421438, 22421437, 22527183)
2. The subjects chosen are available for that session. Regional Office will cross tally the subject from scheme of studies/curriculum.
3. School is affiliated for these subjects.
4. The fee for change of subject has been received (Demand Draft in the name of Secretary, CBSE payable at the place Regional Office is situated.)

**Step V:** In case application is incomplete or relevant documents are not enclosed, the Regional Officer/Regional Director will ask the school to provide additional Information/Clarification within 03 days of receipt of the letter from the Principal. School will be required to give reply to the Board immediately failing which the request will be rejected by the Board.

**Step VI:** Regional Officer/Regional Director will approve change of subject and communicate to school within 10 days of receipt of request at Regional Office as per format given at Annexure IV.

**Annexure-II**

**To,**

**The Principal,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sub: Request for change of subject.**

**Sir,**

My following ward is student of your school:

Name of Student:

DOB:

Class/Section:

Adm. No. :

I request you to allow change of subjects of my ward as under:-

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Present subjects** | **Subjects to be taken** |
| **Subject Code** | **Name** | **Subject Code** | **Name** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |

The reason for change of subject is:-

1. My ward is facing difficulty in subject/the marks scored by him in test are less.
2. The subject of my ward studied in class XI are not available in new school where admission is sought.

 **Signature of Parent**

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

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

 **Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Annexure-III**

**[On School Letter Head]**

To,

Regional Officer

CBSE

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub: Request for change of Subject.**

Sir,

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

1. **Marksheet of class IX/XI**
2. **Marksheet of UT/Quaterly test/Semester of class-X/XII**
3. **Any other relevant document.**

|  |  |
| --- | --- |
| **Students Details** | **Change in Subject** |
| **S.No.** | **Name of Student** | **Class** | **From** | **To** |
|  |  |  | **Sub Code** | **Sub Name** | **Sub Code** | **Sub Name** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

I have carefully examined the subjects as above. The proposed subjects are valid combination and available in school. The reason for change of subjects is that:-

1. Candidate has scored \_\_\_\_\_ marks in \_\_\_\_\_\_\_\_\_\_\_ (subject name) in test taken on \_\_\_\_\_\_\_ and \_\_\_\_\_\_ marks in retest taken on\_\_\_\_\_\_\_\_\_.
2. Candidate has come from some other school and subject taken by him are not available in our school.
3. Any other reason (specify here)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I recommend the above change in the subjects keeping in view the interest and future of the candidate. Kindly allow the above changes in the subjects.

**Date**

 **Principal Name/Sign**

 **(Address)**

 **Email ID:**

 **School No.**

**Affix School Stamp here**

**Annexure - IV**

**File No.: Dated:**

**To,**

**Principal**

**(Write School Name & Address here)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Sub: Change of subject in class X/XII.**

Sir/Madam,

With reference to your letter dated\_\_\_\_\_\_, I am to inform you that the approval for change in subjects as under in respect of candidates mentioned herein is hereby accorded:-

|  |  |
| --- | --- |
| **Student Details** | **Change in Subject** |
| **S.No.** | **Name of Student** | **Class** | **From** | **To** |
| **Sub Code** | **Sub Name** | **Sub Code** | **Sub Name** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**( )**

**Regional Officer**

**Scheme of Studies – Senior School Certificate Examination**

**for academic session Class XI 2016-17 and Class XII 2017-18**

1. **Academic Course :**

Students can be given minimum 5 subjects as under. They need to continue same subjects in class XII also.

|  |  |
| --- | --- |
| Subject I  | Language I :English or Hindi \*\* |
| Subject II  | Language II : Language other than Language I \*\*or an elective subject from Academic Electives in lieu of Language II |
| Subject III, Sub IV & Sub V  | Three Electives from Academic Electives**or**Two Electives from Academic Electives and any one subject from Vocational Electives under Group-A |
| Sub VI - Additional Subject (optional)  | One language at elective level oran elective subject from Academic Electivesorany one subject from Vocational Electives under Group-A  |
| Sub VII to IX(Subjects of internal assessment) | 500-Work Experience502-Physical and Health Education503-General Studies |

**Subject Code and Subject Name for Senior School Certificate Examination**

**for academic session Class XI 2016-17 and Class XII 2017-18**

|  |  |  |
| --- | --- | --- |
| **LANGUAGES** |  | **ACADEMIC ELECTIVES**  |
| **CODE** | **NAME** |  | **CODE** | **NAME** |
| 001 | ENGLISH ELECTIVE NCERTAny One  |  | 027 | HISTORY |
| 101 | ENGLISH ELECTIVE-CBSE |  | 028 | POLITICAL SCIENCE |
| 301 | ENGLISH CORE |  | 029 | GEOGRAPHY |
| 002 | HINDI ELECTIVEAny One  |  | 030 | ECONOMICS |
| 302 | HINDI CORE |  | 031 | MUSIC CAR.VOCAL |
| 003 | URDU ELECTIVEAny One  |  | 032 | MUSIC CAR.INS.MEL. |
| 303 | URDU CORE |  | 033 | MUSIC CAR.INS.PER.Any One  |
| 022 | SANSKRIT ELECTIVE  Any One |  | 034 | MUSIC HIND.VOCAL |
| 322 | SANSKRIT CORE |  | 035 | MUSIC HIND.INS.MEL |
| 104 | PUNJABI |  | 036 | MUSIC HIND.INS.PER |
| 105 | BENGALI |  | 037 | PSYCHOLOGY |
| 106 | TAMIL |  | 039 | SOCIOLOGY |
| 107 | TELUGU |  | 040 | PHILOSOPHY |
| 108 | SINDHI |  | 041 | MATHEMATICS |
| 109 | MARATHI |  | 042 | PHYSICS |
| 110 | GUJARATI |  | 043 | CHEMISTRY |
| 111 | MANIPURI |  | 044 | BIOLOGY |
| 112 | MALAYALAM |  | 045 | BIOTECHNOLOGY |
| 113 | ODIA |  | 046 | ENGG. GRAPHICS |
| 114 | ASSAMESE |  | 048 | PHYSICAL EDUCATION |
| 115 | KANNADA |  | 049 | PAINTINGAny One  |
| 116 | ARABIC |  | 050 | GRAPHICS |
| 117 | TIBETAN |  | 051 | SCULPTURE |
| 118 | FRENCH |  | 052 | APP/COMMERCIAL ART |
| 120 | GERMAN |  | 053 | FASHION STUDIES |
| 121 | RUSSIAN |  | 054 | BUSINESS STUDIES |
| 123 | PERSIAN |  | 055 | ACCOUNTANCY |
| 124 | NEPALI |  | 056 | DANCE-KATHAK |
| 125 | LIMBOO |  | 057 | DANCE-BHARATNATYAM |
| 126 | LEPCHA |  | 058 | DANCE-KUCHIPUDIAny One  |
| 192 | BODO |  | 059 | DANCE-ODISSI |
| 193 | TANGKHUL |  | 060 | DANCE-MANIPURI |
| 194 | JAPANESE |  | 061 | DANCE-KATHAKALI |
| 195 | BHUTIA |  | 062 | DANCE-MOHINIYATTAM |
| 196 | SPANISH |  | 064 | HOME SCIENCE |
| 197 | KASHMIRI |  | 065 | INFORMATICS PRAC.Any One  |
| 198 | MIZO |  | 083 | COMPUTER SCIENCE |
| 199 | BAHASA MALAYSIA( ELECTIVE) |  |  |
| 189 | Telugu- Telangana |  |
|  |  |  | 066 | ENTREPRENEURSHIP |
|   |   |  | 067 | MULTIMEDIA & WEB TECHNOLOGY |
|  | 068 | AGRICULTURE |
|  |  | 069 | CREATIVE WRITING & TRANSLATION STUDIES |
|  |  | 070 | HERITAGE CRAFTS |
|  |  |  | 071 | GRAPHIC DESIGN |
|  |  |  | 072 | MASS MEDIA STUDIES |
|  |  |  | 073 | KNOWLEDGE TRADITION & PRACTICES OF INDIA |
|  |  |  | 074 | LEGAL STUDIES |
|  |  |  | 075 | HUMAN RIGHTS & GENDER STUDIES |
|  |  |  | 076 | NATIONAL CADET CORPS (NCC) |
|  |  |  | 078 | THEATRE STUDIES |
|  |  |  | 079 | LIBRARY AND INFORMATION SCIENCE |

**Note : 101 ENGLISH ELECTIVE-CBSE (Earlier known as Functional English)**

**Scheme of studies**

|  |
| --- |
|  |
| **Senior Secondary level (2016-17)** |
| **Sub I** |  | **Language I :English or Hindi** |
| **Sub II** |  | **Language II : Language other than Language I** |
|  |  | **Or** |
|  |  | **an elective subject from Academic Electives in lieu** |
|  |  | **of Language II** |
| **Sub III, Sub IV & Sub V** |  | **Two elective subject from Academic Electives and****one vocational subject as prescribed under Group-A (single vocational elective)****Or****One elective subject from Academic Electives and****Two vocational subjects as prescribed under****Vocational Course of two papers under Group-B****Or****Three vocational subjects as prescribed under****Vocational Course of three papers under Group-B** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Sub VI - Additional Subject** |  | **One language at elective level** |
| **(optional)** |  | **Or** |
|  |  | **an elective subject from Academic Electives** |
|  |  | **Or** |
|  |  | **one vocational subject as prescribed under** |
|  |  | **Vocational Course (of 2/3 papers) under Group-B** |
|  |  | **Or** |
|  |  | **any one subject from Vocational Electives under** |
|  |  | **Group-A** |
| **Sub VII to VIII** |  | **501-General Foundation Course** |
| **(Subjects of internal assessment)** |  | **502-Physical and Health Education** |

**Notes:**

1. While taking Vocational subjects Package cannot be broken. Example: if you take 632 then you must take 633 (This is important in opting Vocational Subjects)
2. Out of the languages, one shall be English or Hindi, both English and Hindi can also be offered simultaneously.
3. The same language can be offered only at one level i.e. Core/ Elective. i.e. Both Hindi Core and Hindi Elective can’not be taken simultaneously as I and II subject.
4. The List of Vocational Courses available is attached. Subjects as prescribed under Vocational Courses are to be opted. However, Scheme of Studies may be referred.
5. Accountancy (055) and Financial Accounting (780) cannot be taken together
6. Physics (042) and Applied Physics (625) and General/ Radiation Physics(666) cannot be taken together
7. Biology (044) and Biology Ophthalmic (657) cannot be taken together.
8. Informatics Practice (065) and Computer Science (083) cannot be taken with IT Tools (795) and Web Applications (796)
9. Business Studies (054) and Business Operations & Administrations (766) cannot be taken together.
10. Nail Technology & Retail (770), Arts & Science of Makeup & Retail (771) cannot be taken with Beauty & Hair
	1. and Holistic Health (746).
11. Mass Media Studies (072) cannot be taken with Evolution and Forms of Mass Media (738) and Creative and Commercial Procedure in Mass Media (739).
12. Library & Information Science (079) cannot be taken with Library Information and Society (747) and Library Classification & Cataloging (748).
13. Fashion Studies (053) cannot be taken with Elements of Design & Fashion (774), Introduction to Fashion Industry (775) and Garment Construction (776).
14. Multimedia & Web Technology (067) cannot be taken with IT Tools (795) and Web Applications (796).

**single paper Vocational Elective for**

**Senior Secondary Level (Group-A) 2016-17**

|  |  |  |  |
| --- | --- | --- | --- |
|  **SS.No .** | **Sub Code** | **Subject Name -XI** | **Subject Name –XII** |
|  | 604 | Office Procedures & Practices  |
|  | 605 | Secretarial Practice & Accounting  |
|  | 606 | Office Communication  |
|  | 607 | Typography & Computer Application (English )  |
|  | 609 | Typography & Computer Application (Hindi)  |
|  | 622 | Engineering Science |
|  | 625 | Applied Physics  |
|  | 626 | Mechanical Engineering  |
|  | 628 | Autoshop Repair & Practice |
|  | 729 | Food Nutrition & Dietetics | Basic Concepts of Health & Disease and Medical Terminology |
|  | **740** | **Geospatial Technology**  |
|  | 743 | Retail Operations  |
|  | 746 | Holistic Health  |
|  | 750 | Logistics Operations and Supply Chain Management |
|  | 755 | Foundry Technology  |
|  | 756 | Tourism Resources In India  | Introduction to Hospitality Management |
|  | 762 | Basic Horticulture |  |
|  | 766 | Business Operation & Administration  |
|  | 771 | Arts and Science of Makeup and Retail |
|  | **772** | **Design & Innovation**  |
|  | 776 | Garment Construction  |
|  | 777 | Elements of Textile Design  | Traditional Indian Textile |
|  | 780 | Financial Accounting  |
|  | 782 | Taxation  |
|  | 783 | Marketing  |
|  | 784 | Salesmanship  |
|  | 785 | Banking  |
|  | 786 | Insurance  |
|  | 787 | Basic Electricity | Electrical Machines |
|  | 789 | Basic Electronics  | Operation and Maintenance of Communication Devices |
|  | 793 | Foundation of Financial Market  | Capital Market Operations |
|  | 796 | Web Applications |
|  | 797 | Elements of Civil Engineering | Construction Technology |
|  | **800** | **Security**  |

|  |
| --- |
| **Vocational Courses OF Two/Three papers****Senior Secondary Level (Group-B) 2016-17** |
| S.No. | COURSE NAME | SUBJECT NAME (XI)  | SUBJECT NAME(XII)  | CODE |
| Engineering and Technology |
| 1 | Air Conditioning andRefrigerationTechnology | Air Conditioning and Refrigeration - I | Air Conditioning and Refrigeration –III | 632 |
| Air Conditioning and Refrigeration - II | Air Conditioning and Refrigeration –IV | 633 |
| Optional # |
| Engineering Science | 622 |
| 2 | Automobile Technology | Auto Engineering | 627 |
| Auto Shop Repair and Practice | 628 |
| Optional # |
| Engineering Science | 622 |
| Applied Physics | 625 |
| 3 | Civil Engineering# Optional subject can’t be taken unless 797 and 798 are taken. | Elements of Civil Engineering | Construction Technology | 797 |
| CAD in Engineering | Estimation in Civil Engineering | 798 |
| Optional # |
| Engineering Mechanics | Elementary Structural Mechanics | 799 |
| 4 | Electrical Technology | Basic Electricity | Electrical Machines | 787 |
| Engineering Science | Electrical Appliances | 788 |
| Optional # |  |
| Applied Physics | 625 |
| 5 | Electronics Technology | Basic Electronics | Operation and maintenance of Communication devices | 789 |
| Digital Electronics | Troubleshooting and maintenance of Electronic Equipments | 790 |
| Optional # |  |
| Applied Physics | 625 |
| 6 | Geospatial Technology | Geospatial Technology | 740 |
| 7 | IT Application | IT Tools | Database Management Applications | 795 |
| Web Applications | 796 |
| 8 | Transport Systems and Logistic Management | Fundamentals of Transportation Systems | Integrated Transport Operations | 749 |
| Logistics, Operations and Supply Chain Management | 750 |
| Health and Wellness |
| 9 | Auxiliary Nursing & Midwifery | Child Health Nursing | 731 |
| Community Health Nursing & Health Promotion | Midwifery  | 732 |
|  | Primary Health Care Nursing | Health Centre Management | 733 |
| 10 | Beauty Services | Nail Technology and Retail | 770 |
| Arts and science of Makeup and Retail | 771 |
| 11 | Health and Beauty Studies | Beauty & Hair | 745 |
| Holistic Health | 746 |
| 12 | Health Care Science# Optional subject can’t be taken unless 728 and 729are taken. | Healthcare Delivery System | Health Education, Communication and Public Relations & Public Health | 728 |
| Food Nutrition & Dietetics | Basic Concepts of Health & Disease and Medical Terminology | 729 |
| Optional# |
| Anatomy & Physiology | First Aid & Emergency Medical Care | 730 |
| 13 | Medical Laboratory Technology# Optional subject can’t be taken unless 660 and 661 are taken. | Laboratory Medicine (Clinical Pathology, Hematology & Histopathology)(MLT) | 660 |
| Clinical Biochemistry, Microbiology (MLT) | Clinical Biochemistry (MLT) | 661 |
| Optional# |
| Anatomy & Physiology(MLT) | Microbiology (MLT) | 662 |
| 14 | Medical Diagnostics | Anatomy & Physiology | Laboratory Medicine II | 741 |
| Diagnostic Radiology | Clinical Biochemistry & Microbiology II | 742 |
| 15 | Ophthalmic Techniques# Optional subject can’t be taken unless 658 and 659 are taken. | Optics | 658 |
| Ophthalmic Techniques | 659 |
| Optional# |
| Biology Ophthalmic | 657 |
| 16 | X-Ray Technician# Optional subject can’t be taken unless 667 and 668 are taken.666 cannot be taken with 042 (Physics) or 625 (Applied Physics) | Anatomy, Physiology & Related Pathology | Radiography I (General) | 667 |
| Dark Room Techniques | Radiography II (Special investigation, imaging and Radiography) | 668 |
| Optional# |
| General Physics | Radiation Physics | 666 |
| Media, Entertainment and Production |
| 17 | Fashion Design & Garment Technology#Optional subject can’t be taken unless 775 and 776 are taken. | Introduction to Fashion Industry | Basic Pattern Development | 775 |
| Garment Construction | 776 |
| Optional# |  |
| Elements of Design & Fashion | Fabric Study | 774 |
| 18 | Mass Media Studies & Mass Media Production072 (Mass Media Studies) cannot be taken with this package. | Understanding the Evolution and Forms of Mass Media | 738 |
| The Creative and Commercial Process in Mass Media | 739 |
| 19 | Music Technical Production | Music Aesthetics | 768 |
| Music Production | 769 |
| 20 | Textile Design | Element of Textile Design | Traditional Indian Textile | 777 |
| Any one of the following # |  |
| Woven Textile | Printed Textile | 778 |
| Textile Science | Textile Chemical Processing | 779 |
| Agro Production and Marketing |
| 21 | Dairy Husbandry  | Milk Production (Dairy Husbandry) | Management of Dairy Animals |  |
| 758 |
| Animal nutrition and Reproduction | Milk Marketing and Entrepreneurship | 759 |
| Dairy Technology | Milk Production (Dairy Technology) | Dairy Product Technology | 760 |
| Fluid Milk Processing | Milk Marketing & Entrepreneurship | 761 |
| 22 | Horticulture | Basic Horticulture | 762 |
| Any one from the following # |
| Olericulture | 763 |
| Pomology | 764 |
| Floriculture | 765 |
| 23 | Poultry Farming# Optional subject can’t be taken unless 716 and 717 are taken. | Poultry Production and Breeding | Poultry Nutrition and Physiology | 716 |
| Poultry Housing and Management | Poultry Products and Technology | 717 |
| Optional # |  |
| Poultry Extension, Marketing and Economics | Poultry Disease and their control | 718 |
| Hospitality & Tourism |
| 24 | Bakery and Confectionery | Bakery |  | 751 |
| Confectionery |  | 752 |
| 25 | Food Production | Food Production I | Food Production III | 734 |
|  |  | Food Production II | Food Production IV | 735 |
| 26 | Food & Beverage Services | Food Service | 736 |
| Beverage Services | Food and Beverage Cost and Control | 737 |
| 27 | Front Office Operations | Basis of Front Office | Front Office Operations | 753 |
|  |  | Introduction to Tourism & Hotel Industry | Advanced Front Office Operations | 754 |
| 28 | Travel and Tourism | Tourism Resources in India | Introduction to Hospitality Management | 756 |
| Tourism Concepts& Practices | Travel Agency and Tour Operations Business | 757 |
| Finance, Business and Management |
| 29 | Accountancy & Taxation#-Accountancy (055) and Financial Accounting (780) cannot be taken together | Cost Accounting | 781 |
| Taxation | 782 |
| Optional # |  |
| Financial Accounting | 780 |
| 30 | Banking & Insurance | Banking | 785 |
| Insurance | 786 |
| 31 | Business AdministrationCannot be taken with Business Studies (054) | Business Operation & Administration | 766 |
| 32 | Financial Market Management | Foundations of Financial Markets | Capital Market Operations | 793 |
| Mutual Funds | Derivative Market Operations | 794 |
| Optional # |  |
| Financial Accounting | 780 |
| 33 | Library and Information Sciences | Library Information & Society | Library Systems and Resource Management | 747 |
|  | Library and Information Sciences (079) cannot be taken with this package. | Library Classification & Cataloguing. | Information storage and Retrieval. | 748 |
| 34 | Marketing & Salesmanship | Marketing | 783 |
| Salesmanship | 784 |
| 35 | Office Secretaryship#Optional subject can’t be taken unless 604 and 607/609 are taken. | Office Procedures and Practices | 604 |
| Typography & Computer Application (English ) | 607 |
| OR |  |
| Typography & Computer Application ( Hindi) | 609 |
| Optional (Any one)# |  |
| Secretarial Practice & Accounting | 605 |
| Office Communication | 606 |
| 36 | Retail | Retail Operations | 743 |
| Retail Services | 744 |
| 37 | Stenography & Computer Application- ENGLISH | Typography & Computer Application (English) | 607 |
| Shorthand (English) | 608 |
| Optional |  |
| Office Procedures and Practices | 604 |
|  | Stenography & Computer Application- HINDI | Typography & Computer Application (Hindi) | 609 |
| Shorthand (Hindi) | 610 |
| Optional |  |
| Office Procedures and Practices | 604 |