



(Accredited with International Council for Open & Distance Education)

SCHEME OF STUDIES

Tamilnadu Council for Open and Distance Learning

(Class XII – Higher Secondary Education)

Note :

The Council reserves all the rights to amend Syllabus and Courses as and when it deems necessary. The Schools are required to strictly follow the Syllabi and text books prescribed by the Council for the academic sessions and examinations concerned. No deviation is permissible.

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STUDY PLANNING

Subject Scheme for Higher Secondary Education (12th) Certificate Examination

CLASS XII (HIGHER SECONDARY EDUCATION)

1 Subject (Language)	Sub. Code
1. Tamil	301
2. Hindi	303
3. Telugu	304
4. Malayalam	305
5. Kannada	306

COMPULSORY SUBJECTS FOR ACCOUNTANCY

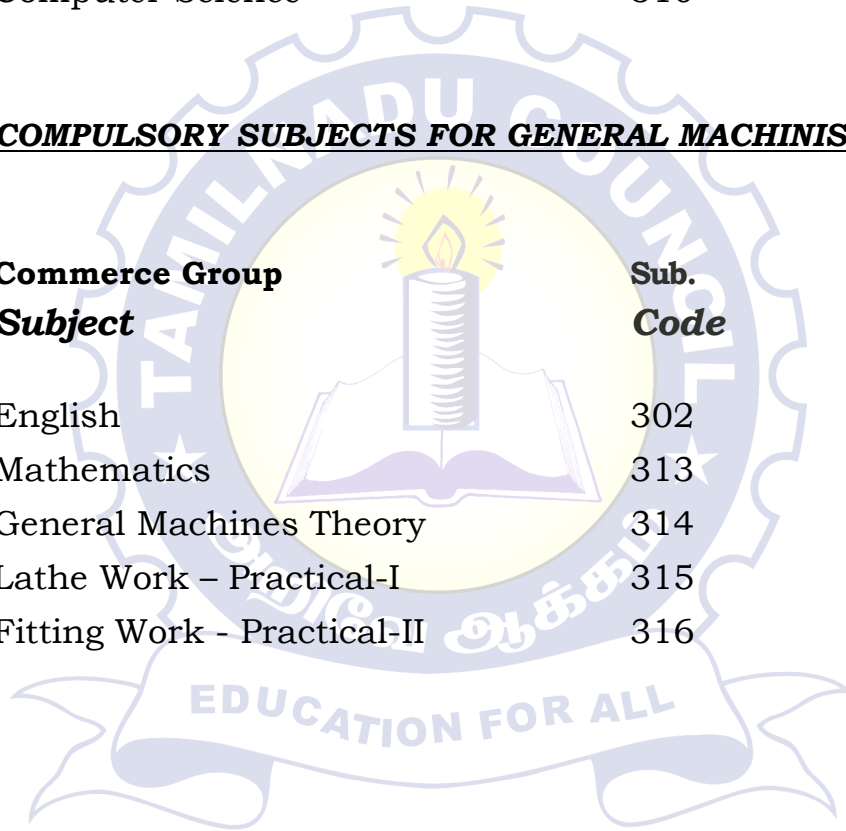
Commerce Group Subject	Sub. Code
1. English	302
2. Accountancy	307
3. Commerce	308
4. Economics	309
5. Computer Science	310

COMPULSORY SUBJECTS FOR ARTS

Commerce Group Subject	Sub. Code
6. English	302
7. History	311
8. Geography	312
9. Economics	309
10. Computer Science	310

COMPULSORY SUBJECTS FOR GENERAL MACHINIST

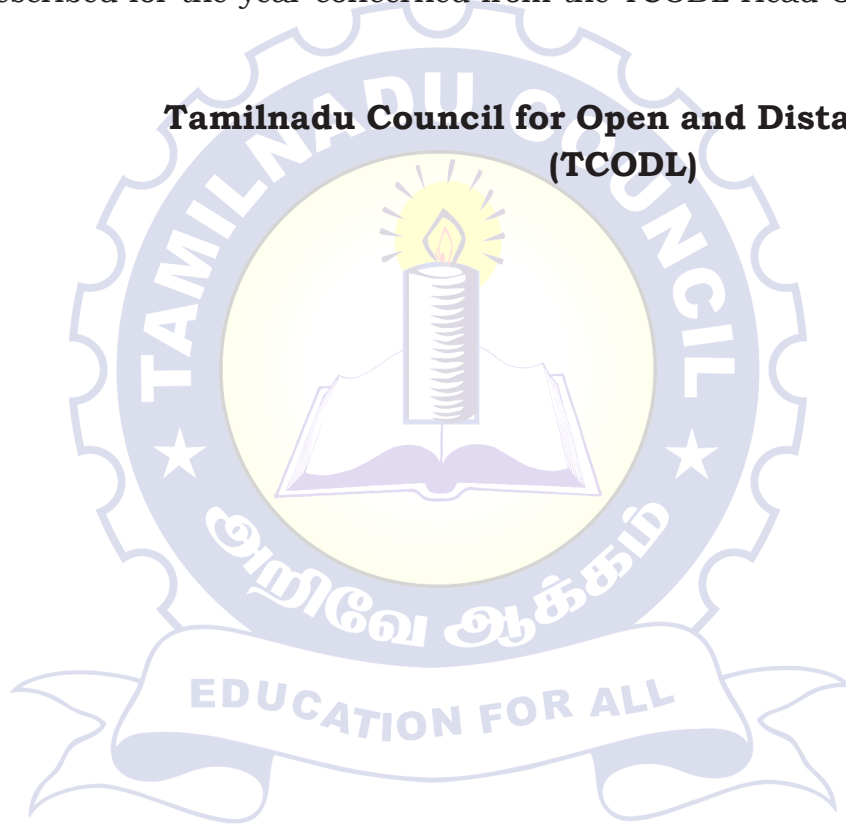
Commerce Group Subject	Sub. Code
11. English	302
12. Mathematics	313
13. General Machines Theory	314
14. Lathe Work – Practical-I	315
15. Fitting Work - Practical-II	316



NOTICE

Syllabus updating is a continuous process and hence the Council brings out revised Syllabus every year. It is obligatory for the Schools and the students preparing for the Council's examination of a particular year to follow the syllabi, courses and the books prescribed by it for that year. No deviation from the ones prescribed is permissible. All concerned are, therefore, strongly advised to get the curriculum prescribed for the year concerned from the TCODL Head Office

**Tamilnadu Council for Open and Distance Learning
(TCODL)**



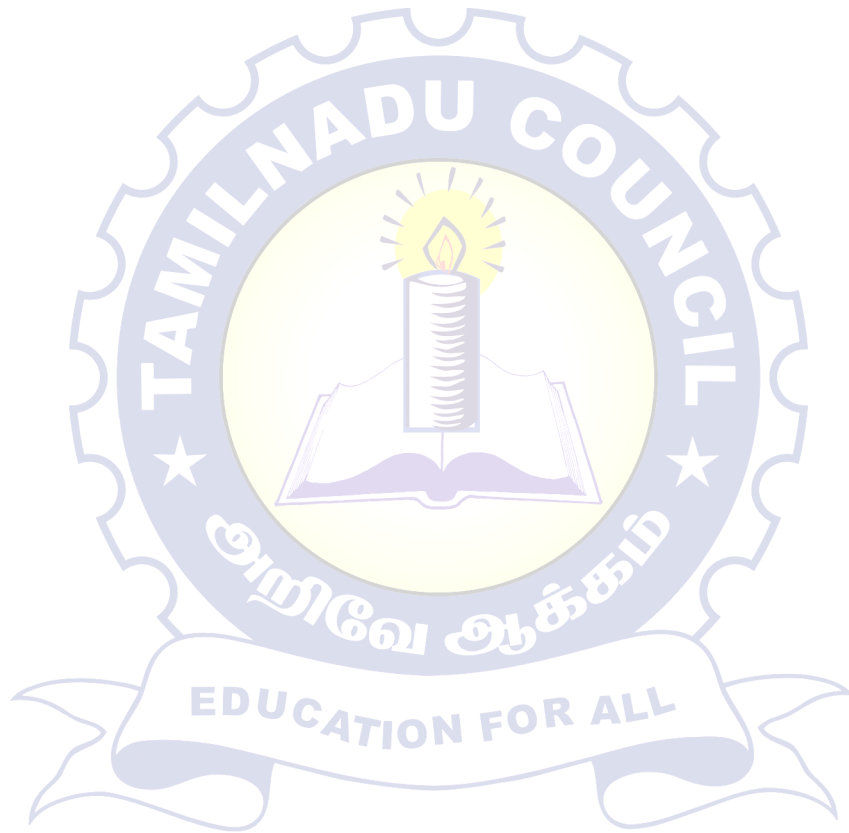
SCHEME OF STUDIES

ELIGIBILITY CRITERIA

Student seeking admission to any class in a 'School/Academic centre' will be eligible for admission to that class only if he:-

- A. Has been studying in a school recognized by or affiliated to this Council or any other recognized Council of Secondary Education in India;
- B. Has passed qualifying or equivalent qualifying examination making him eligible for admission to that class;
- C. Satisfies the requirements of age limits (minimum) as determined by the State/ U.T. Government and applicable to the place where the School is located;
- D. Produces :-
 - (i) The School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned;
 - (ii) Document(s) in support of his having passed the qualifying or equivalent qualifying examination, and
 - (iii) The Date of Birth Certificate issued by the Registrar of Births and Deaths wherever existing as proof of date of birth.
- E. No student migrating from a school in a foreign country other than the school affiliated to this Council shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Council. For obtaining eligibility certificate from the Council, the Principal of the School to which admission is being sought will submit to the Council full details of the case and relevant documents with his own remarks/ recommendations. The eligibility certificate will be issued by the Council only after the Council is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Council.
- F. No person who is under the sentence of rustication or is expelled from any Council/ University/ School or is debarred from appearing in the examination for whatever reason by any Council/ University shall be admitted to any class in a School affiliated to this Council.

- G. No student shall be admitted or promoted to any subsequent higher class in any school unless he has completed the course of study of the class to which he was admitted at the beginning of the academic session and has passed the examination at the end of the concerned academic session qualifying him for promotion to the next higher class.



ACADEMIC QUALIFICATIONS FOR UNDERTAKING EXAMINATIONS

For class XII – Higher Secondary Education;

A candidate for Higher Secondary Examination of TCO DL should have:-

- (i) Passed the Secondary Education 10th standard or of an affiliated/ recognized school at least two years earlier than the year in which he would take up Higher Secondary (Class XII) Examination,
- (ii) Passed 10+1 at an affiliated recognized school at least one year earlier than the year in which he/she would take up Higher Secondary (Class XII) Examination
- (iii) Minimum Age during examination : Age 17

ADMISSION PROCEDURE

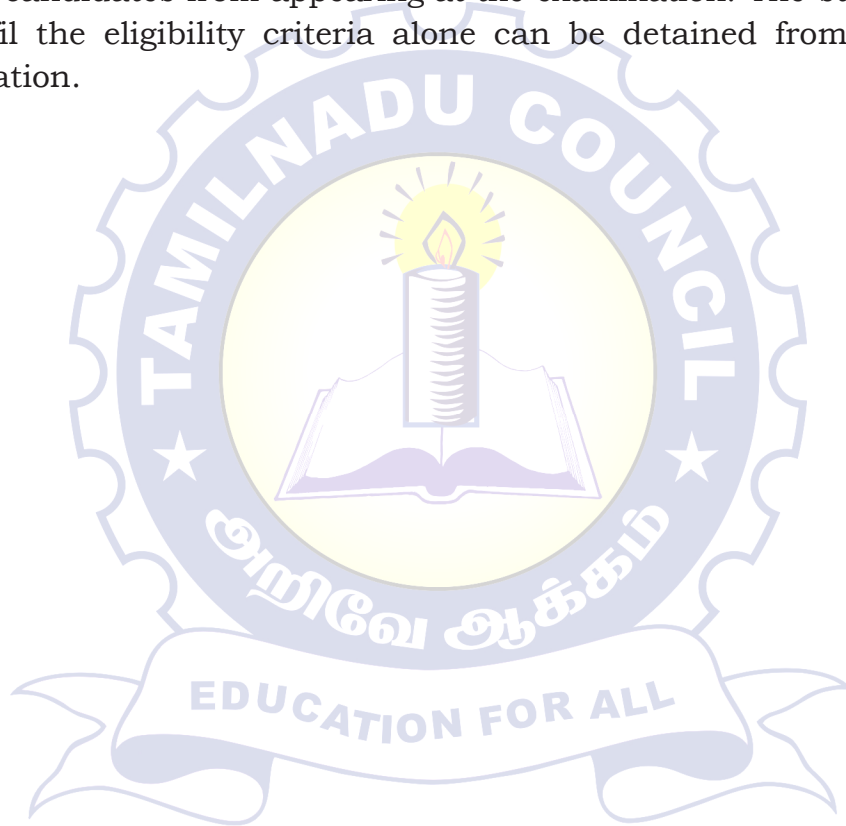
- (a) Successive numbers must be allotted to students on their admission and each Student should retain this number throughout a whole of his career in the school. A student returning to the school after absence of any duration shall resume admission on his original number.
- (b) If a student applying for admission to a school has attended any other school, an authenticated copy of transfer certificate in the format given in the examination bye-laws from his last school must be produce before his name can be entered in the admission register.
- (c) In no case shall a student be admitted into a class higher than that for which he is entitled according to the transfer certificate.
- (d) A student shall not be allowed to migrate from one “School” to another during the session after his name has been sent up for the examination of the council. This condition may be waived only in special circumstances by the chairman.
- (e) A student leaving his school at the end of a session or who is permitted by the school during the session shall on a payment of all dues, receive an authenticated copy of the transfer certificate up-to-date. A duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be so marked.
- (f) In case a student from an institution not affiliated to the Council seeks admission in a school affiliated to the Council, such a student shall produce a transfer certificate duly countersigned by an authority as indicated in the format given in examination bye-laws.

ADMISSION TO EXAMINATION

No candidate who has been expelled or is under the punishment or rustication or his debarred for appearing in or taking an examination for any reason whatsoever, shall be admitted to any examination of the Council.

DETAINING OF ELIGIBLE CANDIDATES

In no case the Heads of affiliated Academic Centre shall detain eligible candidates from appearing at the examination. The students who do not fulfil the eligibility criteria alone can be detained from appearing for examination.



SCHEME OF EXAMINATIONS AND PASS CRITERIA

1. GENERAL CONDITIONS

- a) The Scheme of Examinations and Pass Criteria for Secondary Education conducted by the Council shall be as laid down from time to time.
- b) The Council will conduct the examinations at the end of class for Higher Secondary Examination.
- c) These examinations shall be based on the Syllabi as prescribed by the Council for class XII from time to time.
- d) Number of papers, duration of examination and marks for each subject/paper will be as specified in the curriculum for the year.
- e) The examination would be conducted in theory as well as in practical's, depending upon the nature of the subject(s) and the marks/grades allotted shall be as prescribed in the curriculum.
- f) Marks/grades shall be awarded for individual subjects and the aggregate marks shall be given.

2. PASS CRITERIA

- a) In order to be declared as having passed the examination, a candidate shall obtain at least 35% marks in all of the subjects of Council examination in the main or at the compartmental examinations. The pass marks in each subject of Council examination shall be 35%. In case of subjects involving practical work a candidate must obtain 35% marks in theory and 35% marks in practical separately in addition to 35% marks in aggregate in order to qualify in that subject.

3. **GRADING**

- a) Assessment of theory/practical papers in Council Exams shall be in numerical scores.
- b) The qualifying marks in each subject of Council examination shall be 35% at Higher Secondary Examination. However in a subject involving practical work a candidate must obtain 35% marks in theory and 35% marks in practical separately in addition to 35% marks in aggregate in order to qualify in that subject.

>90% Distinction

60-100% First Class

50-59% Second Class

35-49% Third Class

< 35% Fail

4. **RE-EXAMINATION**

A Candidate failing in any one of the appeared subjects of Council examination shall be placed for re-examination

5. **RE- EXAMINATION PROCEDURE**

- a) A candidate may reappear at Re-Examination to be held in Next Session by the Council. The candidate will be declared 'PASS' provided he/ she qualifies the subjects in which he/she had failed.
- b) A candidate who does not appear or fails at one or all the five chances of re-examination shall be treated to have failed in the examination and shall be required to reappear in all the subjects at the subsequent examination of the Council as per syllabi and courses laid down for the examination concerned in order to pass the examination. The candidate's practical marks/internal assessment marks obtained in the 'Main examination will be carried over till the fifth chance examination. The candidate shall have the option to appear at the practical examination in the subjects involving practical or retain their previous marks in one more examination after the fifth Chance Examination
- c) Syllabi and Courses for the Re-Examination Candidates in Examination shall be the same as applicable to the candidates of full subjects appearing at the examination.

- d) For subjects involving practical work, in case the candidate has passed in practical at the main examination he/she shall appear only in theory part and previous practical marks will be carried forward and accounted for. In case a candidate has failed in practical he / she shall have to appear in theory and practical both irrespective of the fact that he / she has already cleared the theory examination.

6. **IMPROVEMENT OF PERFORMANCE**

- a. A candidate who has passed an Examination of the Council may reappear at the examination for improvement of performance in the main examination in succeeding year only. The candidate(s) appearing for improvement of performance in the examination can appear in the subject(s) only in which they have been declared pass but not in the subject in which they have been declared fail.
- b. A candidate appearing for improvement in subject(s) involving practical shall appear only in theory and previous practical marks shall be carried forward and accounted for.
- c. Candidates who appear for improvement of performance will be issued only statement of Marks reflecting the marks of the improvement examination.
- d. A candidate appearing for improvement of performance in one or more subjects cannot appear for additional subject simultaneously.

7. **MERIT CERTIFICATES**

- a) The Council will award Merit Certificates in each subject to the top 0.1% of candidates passing the subject, provided that they have passed examination as per the pass criteria of the Council.
- b) The number of Merit Certificates in a subject will be determined by rounding of the number of candidates passing the subject to the nearest multiple of thousand. If the number of candidates passing a subject is less than 500, no merit certificate will be issued.
- c) In the matter of tie, if one student gets a Merit certificate, all candidates getting that score will get the Merit Certificate.

STUDY PLANNING FOR HIGHER SECONDARY EDUCATION (XII STANDARD)

1. In all subjects examined by the Council, a student will be given one paper each carrying 100 marks. However, in subjects requiring practical examination, there will be a theory paper (75 marks) and practical examinations (25 marks) as require in the syllabi and courses.
2. **Subject Scheme for Higher Secondary Examination (Accountancy)**

Language	Main Subjects	Internal Assessment
Two Languages are compulsory out of which one shall be English and any one of the Official Languages of India	Compulsory	Compulsory
English and Hindi or any Regional Language	Accountancy Commerce Economics Computer Science	All Subjects



3. **Subject Scheme for Higher Secondary Examination (Arts)**

Language	Main Subjects	Internal Assessment
Two Languages are compulsory out of which one shall be English and any one of the Official Languages of India	Compulsory	Compulsory
English and Hindi or any Regional Language	History Geography Economics Computer Science	All Subjects

4. **Subject Scheme for Higher Secondary Examination (General Machinist)**

Language	Main Subjects	Internal Assessment
Two Languages are compulsory out of which one shall be English and any one of the Official Languages of India	Compulsory	Compulsory
English and Hindi or any Regional Language	Mathematics General Machines (Theory) Lathe Practical Fitting Practical	All Subjects