

No.3(II)/1/10-HSC(Vol.-I):  
COUNCIL OF HIGHER SECONDARY EDUCATION,  
MANIPUR

To

Imphal, .....

The Principal,  
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**Subject:-** Guide lines for submission of Enrolment and Registration of students for the academic session, 2017-2018.

Sir/Madam,

In connection with online submission Enrolment and Registration Application Form for the Academic Session, 2017-2018 please adhere to the following guide lines and submit the same after duly completed to the undersigned on or before the closing dates as notified earlier vide this office Notification of even number dated 29-07-2017 along with the necessary fees and documents :

**GUIDELINES TO BE OBSERVED:**

- (i) Steps to be followed for submission of Enrolment data to Council:  
Download blank MS ACCESS Database; Enter the student detail into the Database; Upload the filled-in Database and Enrolment No. of the students will be automatically generated; Download the Broadsheet by checking "View/Download Enrolment" link from Menu; Take print out of Broadsheet in A-4 size and submit to Council after getting signed by the principal; please ensure that same set of student is not uploaded more than one and Inadvertent mistake(s) in spellings, subjects, roll numbers, registration numbers, Date of Birth, Gender, Caste, etc.,(if any) committed while in uploading to the portal, only one time chance will be given to the institutions for correction of such mistake(s) in the said printout copy before onward submission of the same to the Council.

From this session, the photograph of 50 kb(jpeg) in size of the student(both class XI &XII) should be uploaded as per format provided in the portal of the council.

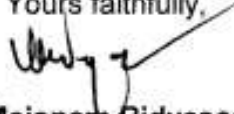
- (ii) **For Class XI**, the duly completed Registration Application forms of the students prepared on the basis of the said corrected Printout copy only may be submitted after completion along with the necessary fees, documents and the corrected printout copy on or before the last dates as notified earlier.
- (iii) **For Class XII**, only the final printout copy may be submitted after completion along with the necessary fees on or before the last dates notified earlier.

Contd....2/-

- (iv) **A student should register from only one institution.** In case, a student is found to have been enrolled/registered in more than one institution, - (a) his/her enrolment and registration will be cancelled for that particular session; or (b) he/she shall be fined a sum of Rs.10,000/- (Rupees ten thousand) only if he/she desires to opt only one of the institutions and continue to be a student of that institution.
- (v) If a student is found to have been enrolled/registered in more than one institution-in Class-XI and Class-XII in the same academic session, such a student be given the chance to continue either in Class-XI or in Class-XII by depositing a fine of Rs.10,000/- (Rupees ten thousand) only in that particular session. If such a student fails to opt the above chance, his/her enrolment/registration and candidature for both Class-XI and Class-XII (Higher Secondary Examination) be cancelled.
- (vi) If a student is found to have been enrolled/registered in Class XI repeatedly in different academic sessions, such a student be allowed to register in Class-XI in the current academic session 2017-2018 by surrendering his/her previously issued Registration Certificate with a fine of double the amount of cancellation fee.
- (vii) As there is no provision for **Change of Subject(s)/Group/Stream** in the Curriculum & Syllabus of the Council, it should be in the prerogative of the Head of the Institution(s) to finalise such cases, if any, before the submission of Enrolment list and Registration forms of the students admitted in Class XI to the Council.

- NOTE: 1. THE DOWNLOADED REGISTRATION APPLICATION FORMS MAY BE USED AND THE COST OF SUCH FORM(S) SHOULD BE PAID AT THE TIME OF SUBMISSION OF ENROLMENT LIST AND REGISTRATION APPLICATION FORMS OF THE STUDENTS ALONG WITH THE NECESSARY FEES & DOCUMENTS TO THE COUNCIL.
2. SPECIAL CARE MAY PLEASE BE TAKEN WHILE ENTERING DATA OF THE STUDENTS AS PER HSLC OR ITS EQUIVALENT EXAMINATION DOCUMENTS TO AVOID PAYMENT OF FEE FOR CORRECTION.

Encl: As stated above.

Yours faithfully,  
  
(Dr Maisnam Bidyasagar)  
Secretary  
Council of Hr. Sec. Edn.,  
Manipur.