

**COUNCIL OF HIGHER SECONDARY EDUCATION,  
MANIPUR**

**NOTIFICATION**  
Imphal, the 7<sup>th</sup> July 2025

No. 3(II)/1/10-HSC(Vol.-II):/8881 It is, hereby, notified for information to all concerned Principals/Heads of the institutions of Colleges offering +2 Courses and Higher Secondary Schools under the Council that online submission of Enrolment for Classes XI and XII to the Council in its official website (<https://cohsemmanipur.nic.in>) and submission of completed Registration forms for Class XI and Class XII (only for students admitted with eligibility permission in Class XII) for the Academic Session, 2025-2026 shall be done as under:

Sl. No.	Class	Fees	Start date of online registration	Last date for online submission of Enrolment	Last date for submission of hard copies to the Council
1.	XI	i. Cost of application form: Rs. 120/- ii. Registration fee: Rs. 420/- iii. Enrolment fee: Rs. 420/- TOTAL – Rs. 960/-	<u>11-07-2025</u>	<u>08-08-2025</u>	<u>18-08-2025</u>
2.	XII	i. Enrolment fee: Rs. 420/- ii. Original Certificate fee: Rs. 600/- TOTAL – Rs. 1020/- <b><u>For students admitted with eligibility permission:</u></b> i. Cost of application form: Rs. 120/- ii. Registration fee: Rs. 420/- iii. Enrolment fee: Rs. 420/- iv. Original Certificate fee: Rs. 600/- TOTAL – Rs. 1560/-	<u>11-07-2025</u>	<u>11-08-2025</u>	<u>22-08-2025</u>

The prescribed Registration Application Form can be downloaded from the Council's official website (<https://cohsem.nic.in>) or obtained hard copies from the Council Office.

Further, it is to inform that Institutional errors in student(s) data can be corrected on or before the last date of online submission without any fee. For correction of any mistake beyond the last date, a fee as fixed by the Council from time to time will be incurred.

Furthermore, the enrolment and registration fees for those Internally Displaced Students, if any, will be exempted. The details of the students (IDP) may be entered in the separate format provided in the above Council's website for enrolment and the completed Registration forms along with IDP certificate issued by Zonal Education Officer/Nodal Officer may also be submitted to the Council separately.

  
(KH. ASHIKUMAR)

Secretary,  
Council of Hr. Sec. Education,  
Manipur.

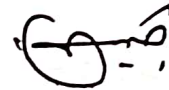
Memo No. 3(II)/1/10-HSC(Vol.-II):

Imphal, the 7<sup>th</sup> July, 2025

Copy to:-

1. The Secretary, Education (S), Government of Manipur
2. The Director of Education (S), Government of Manipur
3. The Director DIPR, Government of Manipur
4. The Chairman of the Council of Higher Secondary Education, Manipur
5. The Editor, DDK, Imphal for kind newscast of the above notification
6. The State Informatics Officer, National Informatics Centre, Manipur State Centre, Imphal for kind information and necessary action.
7. The Principals of all Colleges and Hr. Sec. Schools under the Council
8. The News Editor, Air, Imphal for kind announcement of the above notification in the news Bulletin in all dialects.
9. The Editor, ISTV/ Impact T.V. for kind announcement of the above notification in their news bulletin.
10. The Editors,
  - (i) The Sangai Express (English)
  - (ii) The Poknapham
  - (iii) Hueiyen Lanpao

} For kind insertion in their esteemed dailies for 1 (one) day only in the area of 8 x 15 cm size. They are requested to submit the bill in duplicate for early payment.
11. The Deputy Secretary (IT Section), COHSEM for uploading of the above notification in the Council Website.
12. Notice Board
13. Guard File.



(Y. ATIKA SINGH)

Deputy Secretary (Academic-II),  
Council of Hr. Sec. Education,  
Manipur.



**GUIDELINES TO BE OBSERVED:**

- i. The mode/system of payment can be made either with UPI-payment (ID No. cohse8030186@barodampay) or through RTGS/NEFT on A/c No. 79030200000186 of Bank of Baroda, M.G. Avenue Branch, Imphal IFSC Code BARBOVJMGAV.
- ii. The photograph of the student for Class XI with a maximum size of 50 kb (jpeg, jpg) in size shall be uploaded as per format provided in the portal of the Council.
- iii. For Class XI, the duly completed Registration Application forms of the students and corrected Printout copy shall be submitted along with the necessary fees, documents etc. to the Council office on or before the last dates as notified.
- iv. For Class XII, the final printout copy of the Enrolment shall be submitted along with the necessary fees on or before the last dates as notified.
- v. **A student should register from only one institution.**
- vi. 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.
- vii. 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.
- viii. 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 2025-2026 by surrendering his/her previously issued Registration Certificate with a fine of double amount of cancellation fee.
- ix. 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 finalize 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.**



**(Y. ATIKA SINGH)**

Deputy Secretary (Academic-II),  
Council of Hr. Sec. Education,  
Manipur.