

**COUNCIL OF HIGHER SECONDARY EDUCATION,  
MANIPUR**

**NOTIFICATION**

Imphal, the 7<sup>th</sup> August, 2023

No. 3(II)/1/10-HSC(Vol.-I)/8045 It is, hereby, notified for information to all concerned Principals/Head of Institutions of Colleges having +2 Courses and Higher Secondary Schools under the Council that online submission of Enrolment for Classes XI and XII to the Council website <https://cohsemmanipur.nic.in> and submission of completed Registration forms for Classes XI & XII (admitted with eligibility permission in Classes XI- XII) for the Academic Session, 2023-2024 to the Council office shall be conducted as under:

Sl. No.	Class	Fees	Date for commencement of online registration	Last date for online submission of Enrolment	Last date for submission of forms/statement to the Council
1.	XI	Rs 800/- [Cost of Application form, Registration fee and Enrolment fee]	10-08-2023	06-09-2023	12-09-2023
2.	XII	Rs. 850/- [Enrolment fee and Original Certificate fee] Rs. 1300/- [Cost of Application Form, Registration fee, Enrolment fee and Original Certificate fee] for students admitted in Class XII with Eligibility Permission	10-08-2023	06-09-2023	12-09-2023

The prescribed Registration Application Form is available from the Council Office or may be downloaded from the Council website <https://cohsem.nic.in>.

Further, it is informed that correction of student(s) data due to inadvertent mistake(s) from the institution side may be done on or before the last date of online submission without charging any fees. For correction of any mistake beyond the last date, correction fee fixed by the Council from time to time shall be charged.

Furthermore, for those students who transferred from Class XI to XII under the letter No. MISC5/6/2022-EDN(S)-EDN (S) Govt. of Manipur dated Imphal, the 6<sup>th</sup> June, 2023 be entered student(s) details in the newly given format and submit the enrolment separately.

07-08-23  
(Ch. Biren Singh)

Secretary,

Council of Hr. Sec. Edn.,

Manipur.

Imphal, the 7<sup>th</sup> August, 2023.

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

Copy to:-

1. The P.P.S. to the Hon'ble Minister of Education, Manipur.
2. The Commissioner (Higher Education), Government of Manipur.
3. The Commissioner (School Education), Government of Manipur.
4. The Director University Higher and Technical Education, Government of Manipur.
5. The Director of Education (S), Government of Manipur.
6. The Director DIPR, Govt. of Manipur.
7. The Chairman of the Council.
8. The Director, DDK, Imphal for kind newscast of the above notification.
9. The Director/ News Editor, AIR, Imphal for kind announcement of the above notification in the news bulletin in all dialects.
10. The Principals of all Colleges and Hr. Sec. Schools under the Council.
11. The State Informatics Officer, National Informatics Centre, Manipur State Centre, Imphal.
12. The Editor, ISTV/ Impact T.V. for kind announcement of the above notification in their news bulletin.
13. The Editors,
  - (i) The Sangai Express (English)
  - (ii) The Pandam
  - (iii) Hueiyen Lanpao
  - (iv) Sanaleibak } 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.
14. The Deputy Secretary (IT Section), COHSEM for uploading of the above notification in the Council Website.
15. Notice Board.
16. Guard File.

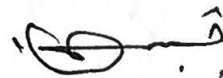
(Y. Atika Singh)

Dy. Secretary (Aca.-II),  
Council of Hr. Sec. Edn.,  
Manipur.

**GUIDELINES TO BE OBSERVED:**

- i. The mode/system of payment can be made either with e-payment 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 2023-2024 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)**  
Dy. Secretary (Aca.-II),  
Council of Hr. Sec. Edn.,  
Manipur.