

**COUNCIL OF HIGHER SECONDARY EDUCATION,
MANIPUR.**

NOTIFICATION

Imphal, the 18th May, 2022.

No. 5/40/2012-HSC/7387 It is, hereby, notified for general information to all Principals/Heads of the Institution under the Council that the prescribed format of Tabulation Sheet for the Class XI Examination, 2022 can be downloaded from the Council's web portal www.cohsem.nic.in and print in A3 size paper or collected from the office of the undersigned to enable to submit the same on or before the 15th June, 2022 along with Attendance Sheet.

18.05.22

(N. Biren Singh)

Secretary,

Council of Hr. Sec. Education,
Manipur.

Memo No. 5/40/2012-HSC:

Imphal, the 18th May, 2022.

Copy to :

1. Secretary to the Chief Minister, Manipur for information of the Hon'ble Chief Minister, Manipur.
2. P.P.S. to the Minister of Education, Manipur for information of the Hon'ble Minister, Manipur.
3. P.S. to the Chief Secretary, Government of Manipur for information of the Chief Secretary.
4. Commissioner (Higher and Technical), Government of Manipur.
5. Commissioner (School Education.), Government of Manipur.
6. Director of Higher and Technical Education, Government of Manipur.
7. Director of Education(S), Government of Manipur.
8. Chairman, Council of Hr. Sec. Education, Manipur.
9. Director, Information and Public Relations, Government of Manipur for wide publicity of the above programme.
10. Principals of all Colleges and Hr. Sec. Schools under the Council.
11. IT Section for uploading the notification to the Council's website.
12. Director, D.D.K., Imphal for kind newscast of the above notification.
13. Director/Asst. News Editor, A.I.R., Imphal for kind newscast of the above notification in all dialects.
14. Editor, ISTV/ IMPACT TV / TOM TV , Imphal for kind newscast of the above notification.
15. The Editor,

- (i) Poknapham
- (ii) Sangai Express (English)
- (iii) The Morning Bell
- (iv) Sanaleibak
- (v) Hueiyen Lanpao

} for kind insertion in his
esteem dailies for 1(one) day only.

7
18-05-2022
(A. Sukumar Singh)

Controller of Examinations,
Council of Hr. Sec. Education,
Manipur.

**COUNCIL OF HIGHER SECONDARY EDUCATION,
MANIPUR.**

**GUIDELINES FOR PREPARATION OF TABULATION SHEET AND RESULTS
FOR CLASS - XI EXAMINATION, 2022.**

1. The assessment of marks in all subjects shall be in numerical scores and the results shall indicate Divisions.
2. A student should secure minimum 33 marks for declaration of pass in all the 5 (five) subjects (excluding 4th elective subject). Pass marks for practical involving subjects are 21/12 in theory and 12/21 in practical, and pass marks for subjects without practical involving is 33.

MINIMUM MARKS FOR	
*Distinction with letter	400
Ist Division	300
IInd Division	225
IIIrd Division	165

3. Abbreviation used against the result : A – Absent; F – Failed; E – Expelled; I – 1st Division; II – 2nd Division; III – 3rd Division.
4. A candidate must qualify in all five subjects including English and Alternative English/MIL as compulsory subject. For candidate offering four elective subjects, the subject obtaining the lowest mark shall be the 4th elective subject and the marks obtained in the 4th elective subject shall not be taken into account for the determination of his/her pass, Rank and distinction with letter. The lowest mark securing elective subject (4th subject) shall be encircled with red ink for easy identification.
5. In case of subjects involving practical, marks obtained in theory and practical should be entered separately in the column provided whereas the marks of subjects having no practical should be entered in the **sub-total** column and the corresponding theory and practical columns be kept blank.
6. Sub-totalling for a subject having practical is to be done only when the candidate secures pass marks or more in both theory and practical in the subject otherwise the sub-total column should be kept blank.
7. **Marginal Cases :**
 - (i) In case of candidate(s) securing the following mark(s) in the theory papers, the tabulators may enter the corresponding pass mark(s) as given below :
 - (a) 30,31 and 32 marks – as 33 marks (for theory paper of 100 marks)
 - (b) 19 and 20 marks - as 21 marks (for theory paper of 70 marks)
 - (c) 11 marks - as 12 marks (for theory paper of 40/30 marks)
8. **Placement in Higher Division :**

While determining division, in case of candidate(s) securing a total mark of less than 1(one) mark only of a corresponding higher division, such candidate(s) shall be given the benefit of 1(one) mark in the aggregate to obtain the minimum mark of the corresponding higher division by adding 1(one) mark in English subject and such candidate(s) shall be placed in the next higher division. The awarding of 1(one) mark, in such case(s), shall be reflected in the Tabulation Sheet as +1 to the mark secured in English.

Contd.

9. The institution shall submit the completed Tabulation sheet along with result sheet in duplicate for approval of the Council before announcement of result. The result sheets should be prepared division-wise in order of roll numbers and not in order of merit.

10. **Improvement for class XI Examination:**

The institution shall conduct an improvement Examination within one month from the date of announcement of Class XI Examination of that year for the following categories of the candidates:

- i) A candidate who passed the Examination but fails/was absent in the fourth additional elective subject (if any).
- ii) A candidate who fails/was absent in one or two subject(s).

11. **EVALUATION OF SCRIPTS AND PREPARATION OF RESULTS:**

The evaluation of scripts of the examination and preparation of results of the candidates of each and every institution shall be done by the institution concerned after the conduct of both theory and practical examinations. The evaluated scripts should be kept for at least **6 (six) months** from the date of announcement of results in the safe custody of the institution. The Head of the Institution shall produce such script(s) as and when demanded by the Council during such period for verification.

12. **LAST DATE FOR SUBMISSION OF TABULATION SHEET:**

The prepared Tabulation Sheets in duplicate and the Result Sheets shall be submitted to the Council for approval on or before the **15th June, 2022.**

13. **ANNOUNCEMENT OF RESULTS:**

All institutions under the Council shall submit the Tabulation Sheets and the recommended results as per the pass criteria and classification of successful candidates of the Council on or before the date mentioned above. Thereafter the institutions shall announce the results of the Examination after due approval is accorded by the Council.

14. **LATE FINE:**

A late fine of Rs. 2,000/- (Rupees two thousand only) shall be deposited by the institution along with the completed Tabulation Sheets and recommended Results submitted after the last date mentioned above. (vide Resolution No.2.2 of the Council meeting held on 10-6-2002).

Sd/

Controller of Examinations,
Council of Hr. Sec. Edn., Manipur

LOGO

No.

Date

OFFICE OF THE PRINCIPAL

(.....Name of the Institution.....)

(.....Address.....)

CLASS XI EXAMINATION, 20...

STATEMENT OF MARKS

This is to certify that

Mr./Ms./Mrs.

S/O, D/O. (mother)

and (father) bearing Roll No.

of (Group/Stream) has secured marks in the following subjects :

Subject Name		Full Mark		Pass Mark		Marks Obtained		
		Theory	Practical	Theory	Practical	Theory	Practical	Sub-Total
Compulsory Subjects		100	-	33	-			
		100	-	33	-			
Elective Subjects		30/40/70/100	70/60/30	12/12/21/33	21/21/12			
		30/40/70/100	70/60/30	12/12/21/33	21/21/12			
		30/40/70/100	70/60/30	12/12/21/33	21/21/12			
TOTAL MARK								
DIVISION				MINIMUM MARKS FOR *Distinction with letter - 400 Ist Division - 300 IInd Division - 225 IIIrd Division - 165				
4 th Elective Subject		30/40/70/100	70/60/30	12/12/21/33	21/21/12			

Marks compared by :

Marks entered by :

Signature of the Principal with Seal

*Distinction with letter