

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, Khoyathong, Imphal West 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. Ensure that Permanent Education Number (PEN) and Automated Permanent Academic Account Registry (APAAR) IDs of all students in class XI and XII must be entered in the Online Portal as well as in the Registration application form.
- iv. 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.
- v. 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.
- vi. A student should register from only one institution.
- vii. 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.
- viii. 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.
- ix. 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 2026-2027 by surrendering his/her previously issued Registration Certificate with a fine of double amount of cancellation fee.
- x. 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)

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