

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

**GUIDELINES FOR PREPARATION OF TABULATION SHEET AND RESULTS  
FOR CLASS - XI EXAMINATION, 2023.**

1. The assessment of marks in all subjects and the results shall be entered in the Excel format prescribed by the Council office.
2. A student should secure minimum 33 marks for declaration of pass in all the 5 (five) subjects (excluding 4<sup>th</sup> elective subject). Pass marks for practical involving subjects are 21/12 in theory and 12/21 in practical, and pass marks for subjects without practicals is 33.

<b>MINIMUM MARKS FOR</b>	
<b>*Distinction with letter</b>	<b>400</b>
<b>Ist Division</b>	<b>300</b>
<b>IInd Division</b>	<b>225</b>
<b>IIIrd Division</b>	<b>165</b>

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 candidates offering four elective subjects, the subject obtaining the lowest mark shall be the 4<sup>th</sup> elective subject and the marks obtained in the 4<sup>th</sup> 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 (4<sup>th</sup> subject) shall be encircled with red ink for easy identification.
5. In case of subjects involving practicals, marks obtained in theory and practical should be entered separately in the column provided whereas the marks of subjects having no practicals should be entered in the **sub-total** column and the corresponding theory and practical columns be kept blank.
6. Sub-totaling for a subject having practicals 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.

9. The institution shall submit the completed Tabulation sheet and result sheet in duplicate along with soft copy (Pen-drive) for approval of the Council before announcement of result.
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 along with soft copy shall be submitted to the Council for approval on or before the **24<sup>th</sup> May, 2023.**

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:**

***For submission after the last date mentioned above 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. (vide Resolution No.2.2 of the Council meeting held on 10-6-2002).***

**Sd/**

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