



ADMISSION BULLETIN

Admission Procedure:

All students who are seeking admission to Herbert School, Imphal should get registered themselves at **herbertschool.net** for process of admission.

Selection of candidates for admission to Class XI Science for the academic session 2025–26 will be done either through Direct Admission procedure or **Entrance Test depending on the CGPA or Percentage of marks secured in the Class X Board Exam 2025. Students securing CGPA 8.5 & above of BOSEM and 90% & above of CBSE/other Board will be given direct admission for a limited number of seats. However, students securing less than CGPA 8.5 of BOSEM /90% of CBSE/other Board have to appear in the Entrance Test for admission to Class XI (Sc.) at Herbert School, Imphal.**

Eligibility for Online Registration:

A student will be eligible to get registered if he/she fulfills the following criteria:

1. Passed Class X Board Exam in 2025.
2. Appeared Class X Board Exam in 2025 and whose result is awaited.

Documents required to be uploaded for online registration

1. Internet Mark Sheet / Mark Sheet of HSLC or equivalent examination (if the result is out)
2. Admit card of HSLC or equivalent examination
3. Recent passport photo of the candidate

Online Registration Fee:

A sum of Rs 300/- only is to be paid at the time of online registration.

Last date of Online Registration:

Online registration will be closed **on the next day of result out of HSLC Exam 2025(BOSEM) at 1 pm**

Entrance Test:

Questions will be set on General English, Physics, Chemistry, Biology and Mathematics from the syllabus of Class X of the Board of Secondary Education, Manipur. There will be 100 Multiple Choice Type Questions carrying 4 marks each. Each subject will have 20 questions. The duration of the examination will be of 2 hours. One mark will be deducted for every wrong answer. **OMR sheet will be used for the Entrance Test.** Only **Black Ball Pen** is to be used for marking the OMR sheet.

Date and Time of Entrance Test:

Entrance Test will be conducted **on the 2nd day of result out of HSLC Exam 2025 (BOSEM) at 7:30 AM.** Students need to check herbertschool.net frequently for any update. They will also get SMS through their registered mobile numbers about the date of Entrance Test once it is notified.

Venue of Entrance Test:

Exam Centres may either be mentioned at the Admit Card or be notified separately as per their Roll Numbers at herbertschool.net. Students need to check herbertschool.net frequently for any update. They will also get SMS through their registered mobile numbers about such updates.

Admit Card for Entrance Test:

1. Admit Card for Entrance Test can be downloaded from the **“Already Registered”** link of herbertschool.net by using their Username and Password. No candidate without Admit Card will be allowed to appear in the Entrance Test.
2. Students will be notified through their registered mobile numbers by SMS when to download the Admit Card.

**Entrance Test Result:**

The result will be declared on the same day of Entrance Test. Result will be uploaded at www.herbertschool.net and also available at School Notice Board.

Admission Counselling:

Counselling of the selected candidates from Entrance Test will be carried out on the **next day of the result out of Entrance Test from 8 am**. They should be accompanied by their guardians/parents at the time of the counselling.

Submission of Documents at the time of Counselling:

The following documents should be submitted at the time of Counselling:

- a) Attested copy of provisional certificate of passing HSLC or equivalent examination (**Optional**).
- b) Internet Mark Sheet /Attested copy of Mark Sheet of HSLC or equivalent examination
- c) Attested copy of Admit Card of HSLC or equivalent examination
- d) Attested copy of ST/SC certificate.
- e) **Admit Card of Entrance Test of Herbert School** (for those who appeared Entrance Test).

Any selected student, who fails to appear in the counselling session on the given date, shall have no right to claim for admission to the school.

Payment of Admission Fee:

Selected candidates after attending the Counselling session have to pay the **admission fee at the school office on the same day** by Cash only. Those who fail to pay the admission fee can no longer claim the right for admission later on. Any vacancy so caused shall be filled up from the waiting list.

Fee Structure:

Detailed school fee structure is available at the school website under school fees.

Cancellation of Admission:

The school authority reserves the right to cancel the admission of a candidate if the information furnished by him/her is found incorrect or if the documents are found forged or fake.

Course Change:

Course change from SSP to General and vice versa is not allowed once the admission process is over and after Class – XI.

Withdrawal of Admission and Transfer:

- (1) Once admitted, fees shall not be refunded.
- (2) Any student seeking transfer before the end of academic session shall have to pay fees for the full term.

Direct Admission:

Direct admission will be carried out **on the next day of declaration of result of HSLC Exam 2025 for a limited number of seats from 8 AM on first come first serve basis**. There are two Direct admission Categories: (1) Direct Admission without Freeship (2) Direct Admission with Freeship

Students seeking Direct Admission should submit the following documents on the next day of declaration of HSLC Exam/CBSE Exam **from 7.30 am to 8 am** at the school office for consideration of admission:

- a) **Internet Mark Sheet of HSLC or equivalent examination**
- b) **Attested copy of Admit Card of HSLC or equivalent examination**
- c) **Attested copy of ST/SC certificate.**
- d) **Confirmation slip of Herbert School Online Registration**



Direct Admission without Freeship (BOSEM)

Direct admission without Freeship may be given to the following categories of students who passed in the year 2025 and **who have already registered at herbertschool.net for admission to Class XI:**

Category	Name of Board	Mark Score range
I	BOSEM	CGPA 8.5 and above
II	CBSE & other Boards	PC 90% and above (without additional subject)

Direct Admission with Freeship: (BOSEM)

Direct admission with Freeship may be given to the following categories of students who passed in the year 2025 and **who have already registered at herbertschool.net for admission to Class XI:**

Category	No. of students for Freeship	Freeship categories
1	10 students securing CGPA 10 in HSLC Exam 2025 from Board of Secondary Education, Manipur	Admission Fee, Tuition Fee, Uniform Fee and Bus Fee
2	20 students securing CGPA 9.83 to 10 in HSLC Exam 2025 from the Board of Secondary Education, Manipur	Admission Fee, Tuition Fee and Uniform Fee
3	20 students securing CGPA 9.67 to 10 in HSLC Exam 2025 from the Board of Secondary Education, Manipur	Admission Fee and Tuition Fee
4	10 students securing CGPA 9.5 to 10 in HSLC Exam 2025 from the Board of Secondary Education, Manipur	Admission Fee and Uniform
5	Top 3 position holders in the Merit List of Entrance Test	Admission Fee

Direct Admission with Freeship: (CBSE and Other Boards)

Direct admission with Freeship may be given to the following categories of students who passed in the year 2025 and **who have already registered at herbertschool.net for admission to Class XI:**

Sl No.	No. of students for Freeship	Freeship categories
1	5 students securing 95% and above without additional Subject from CBSE & other Boards	Admission Fee and Tuition Fee

Mode of Selection for Freeship:

Selection of students will be based on CGPA of HSLC Examination marks. If the number of applicants for Freeship category 1 is more than the number of freeship permissible, then it will be decided by lot and the unselected candidates will be offered the next freeship category 2. This rule will apply to the subsequent categories.

Deposition of Original Admit Card:

All selected candidates under Direct Admission with Freeship Category are compulsory to deposit original HSLC/Equivalent Exam Admit Card with the school for 6 months.

Payment of Admission Fee:

Selected candidates for Direct Admission after appearing at the Counselling session have to pay any applicable fee at the school office on the same day. Those who fail to pay the applicable fees can no longer claim the right for admission later on.

Fee structure:

Detailed school fee structure is available at the school website under school fees.



Cancellation of Admission:

The school authority reserves the right to cancel the admission of a candidate if the information furnished by him/her is found incorrect or if the documents are found forged or fake.

Course Change:

Course change from SSP to General and vice versa is not allowed once the admission process is over and after Class – XI.

Withdrawal of Admission and Transfer:

- (1) Once admitted, fees shall not be refunded.
- (2) Any student seeking transfer before the end of academic session shall have to pay fees for the full term.

Subject Combinations offered in the School:

Three subject combinations are offered at Herbert School. A student has to choose one option only either from General or Medical or Engineering with MIL option. Students offering either Medical or Engineering Course for NEET or JEE are said to be in **Synchro School Program. The Synchro School Programme (SSP)** is a well-structured programme for students of Class XI and XII wherein they are being trained both for Council Exam and competitive exams like NEET and JEE during their course of study at the school. Parents are advised to discuss thoroughly and carefully with their wards before choosing the subject combination.

1. The School offers the following courses :-

Course I (Medical)	Course II (Engineering)	Course III (General)
Physics	Physics	Physics
Chemistry	Chemistry	Chemistry
Biology	Mathematics	i) Mathematics & Biology or ii) Maths & Computer Sc. or iii) Biology & Health and Physical Education
Health & Physical Education/Maths	Health & Physical Education/Computer Sc.	
Alt. Eng / Manipuri (MM)	Alt. Eng / Manipuri (MM)	Alt. Eng / Manipuri (MM)

2. All candidates have to choose one **MIL** option only:

MIL: Option 1: Alternative English (Alt. Eng)

{Tribal students and students from Boards other than Manipur Board (BOSEM)}

Option 2: Manipuri (MM)

{Compulsory for students who offered Manipuri (MM) in class X}

Note : Mere option for Course I or Course II does not guarantee a student for enrolment in the course of his/her choice. Final selection to the above two courses will be made only after counselling session.

Admission to Synchro School Program (SSP):

Selection of students for SSP will be based on marks scored in Entrance Test and CGPA of Class X Board Exam. Securing a minimum of 45% in Entrance Test of Herbert School will be the criteria for admission to the Synchro School Program for students other than those granted Direct Admission.

Direct Admission to SSP may be given to students who fall under Direct Admission category.



SSP Course Fee:

Students enrolled in Synchro School Program have to pay a sum of Rs. 27,000/- only per annum for study materials, Test Series etc. at the time of admission to Class XI and Class XII.

More About Synchro School Programme (SSP)

Herbert School is offering Synchro School Program for super-achievers from the academic session 2015-16. Synchronising success in competitive examinations like JEE & NEET with good performance in Council Exam is the bench mark of Synchro School Program. This program covering a **span of 2 years** developed by Herbert School in academic partnership with Allen Career Institute (DLP), Kota is a revolutionary approach for competitive exam preparation, which surpasses all the known formats of coaching. In the Synchro classes, students are prepared for Competitive Examinations like JEE & NEET along with Council Exam during the school hours and within the school premises. This provides ample opportunity for self-study which ultimately leads to crystal clear concepts. This approach ensures a stress free learning environment and a dual advantage for majority of the students to excel in competitive examination **in the first attempt** and at the same time to achieve good results in the School/Council exams.

Distinctive Features of SSP

1. Synchro School Program is only for students offering Course I & II.
2. Course Materials are provided by Allen Career Institute (DLP), Kota.
3. Regular Allen Test Series conducted as per the schedule of the Allen Career institute (DLP).
 - i) The Tests are of many types. These are Unit Test (UT), Review Test (RT), Major Full Syllabus Test (MFT), All India Open Test (AIOT), Section Test 1-XI Class Syllabus Test, Section Test 2 Class XII Syllabus Test, Leader Test series (LTS), Achiever Test Series (ATS), Major Test series(MTS)
 - ii) The frequency of the tests will be generally twice in a month.
4. Question Analysis of every exam held is done on the following days.
5. More number of classes on Science subjects per day.

Important Timelines:

Online Submission of Registration	Started w.e.f. 4 th March 2025
Last date of Online Registration	On the next day of result out of HSLC Exam 2025 (BOSEM)
Correction of student data at candidate portal of herbertschool.net	Should be done before the issue of Admit Card
Downloading of Admit Card from "Already Registered" link of herbertschool.net	Date will be notified at the herbertschool.net through SMS/e-mail
Date and Time of Entrance Test(Class XI) – 2025	On the 2nd day of result out of HSLC Exam 2025 at 7:30 AM
Direct Admission	Candidates are to submit documents from 7.30 am to 8 am for consideration of direct admission on the 1st day of result out of HSLC Exam 2025 for a limited number of seats
Admission Counselling of selected candidates	Counselling of the selected candidates will be carried out on the next day of the result out of Entrance Test from 8 am