



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MALAKAND

NOTIFICATION

It is notified for general information of all concerned that the following schedule for **Registration** of class 1st year student in the College or Higher Secondary School (Male/Female) falling within the jurisdiction of BISE Malakand shall strictly be followed for the Academic Session 2021-22.

Category	With Normal Fee	With Late Fee of Rs. 100/-	With Double Fee of Rs. 200/-
	20-10-21 to 01-11-21	02-11-21 to 10-11-21	11-11-21 to 19-11-21
Government Institutions	Rs. 300/- (Per Candidate) Rs. 220/- Registration Fee Rs. 80/- Sports Fee	Rs. 400/- (Per Candidate) Rs. 300/- Registration Fee Rs. 100/- Sports Fee	Rs. 500/- (Per Candidate) Rs. 400/- Registration Fee Rs. 100/- Sports Fee
Private Institutions	Rs. 450/- (Per Candidate) Rs. 350/- Registration Fee Rs. 100/- Sports Fee	Rs. 550/- (Per Candidate) Rs. 450/- Registration Fee Rs. 100/- Sports Fee	Rs. 650/- (Per Candidate) Rs. 550/- Registration Fee Rs. 100/- Sports Fee

نوٹ:- ایفیلین، انزولمنٹ اور سپورٹس فیس علیحدہ علیحدہ رسیدوں پر ادارے کے نام سے جمع کرانا ضروری ہے۔

GENERAL CONDITION:-

- The Heads of the institutions are advised to adopt procedure for online registration through portal system (<http://www.bisemalakand.edu.pk/login>) for 1st year class regular students and submit along with requisite fee within due date to this office for confirmation of fee payment against institution concerned, otherwise fee shall be charged as per notification. To create new online account please visit youtube video link for demonstration (<https://www.youtube.com/watch?v=bEaXuFkwKkY>) and for any other query contact 0346-9842610 (office hours) or email: webmaster@bisemalakand.edu.pk.
- The registration, Sports and affiliation fee shall be deposited in any Allied Bank of Pakistan Branches, situated within the jurisdiction of BISE Malakand or HBL Chakdara and UBL Wari Only.
- Payment in excess of the submitted case for registration shall lose entitlement for refund and shall not be accepted for the next registration of the other student(s) if any. Manual registration return shall not be accepted in any case.
- However, late submission of registration with triple fee of those students whose names were left due to mistake or any other reason will be allowed from **19-11-21 to 17-12-21**.
- The Heads of institutions are advised to **correct Name, Father's Name, DOB and Group within 15 days** after submission of registration without any fee. After this fee of Rs. 500/- per student shall be charged as per rules, remitted in favour of BISE Malakand.
- Those institutions who fail to submit their registration as per given schedule, will be charged @ Rs. 20/- per student per day from closing date with double fee i.e. **19-11-2021 to 30-12-21** (BOG No. 11 item No. 04 Dated: 22-10-2012).
- The Heads of the institutions are advised to submit their entries for registration **gender-wise, group-wise, orphans, special person (Disable Students) and children of SHUHADA (Declared by Govt:)** through online portal.
- The institution concerned must ensure regular class attendance within the college of all such students, whose cases are submitted via online registration list for confirmation, failing which application(s) of such student(s) will be entertained for registration in other college if so claimed by the student or any institution.
- The Head of the institutions are advised to submit the original migration certificate(s) and verified copy of SSC DMC of the student migrating from other Board alongwith registration return for 1st year/11th Class Registration to this office at the time of confirmation, if an institution fails to provide the same, their application shall not be entertained and the student name shall be excluded from the list.
- The Heads of the institutions are advised to maintain proper admission withdrawal registration (A.W.R) of their students and send registration of students in accordance with the said A.W.R. to avoid any missing and irregularities. Photocopies of AWR shall be attached with the registration return in hard form.**
- The Head of the institutions are required to submit the following documents for regular student(s), HSSC status, migrated from other Board, within fortnight (15 days) from the date of migration for registration in 1st year/2nd year intermediate.
 - Verified SSC DMC (Board Concerned).
 - Verified DMC Part-I (Regular Student) Annual 2020 from Board Concerned.
 - Countersigned copy of College Leaving Certificate.
 - Registration return alongwith covering letter duly signed by the Head of Institution concerned.
 - Original Migration Certificate.
 - Proper receipt of prescribed fee (Rs. 600/-).If an institution fails to provide the same within fortnight (15 days) of issuance of migration certificate a penalty @ Rs. 10/- per student per day shall be charged.
- No migration shall be allowed under any circumstances after the issuance of Admission Notification of 11th and 12th for HSSC examination 2021 till the declaration of HSSC (Annual) Examination 2021 result.**

13. The admission of a student on scholarship basis, especially in private institutions, in 1st/2nd year under specific Bond/Agreement with the student(s) at the time of admission is not liable to detain a student migration to other institution/Board and such Bond/Agreement shall not be acceptable by this office.
14. The Heads of the institutions are directed to collect fee and other charges from the student at the end of every month. Otherwise the complaint of the Head of Institution regarding fee and other charges against the students at the time of migration to other institution/Board shall not be entertained.
15. If a regular student fails HSSC Part-I Examination, after qualifying the same examination in the subsequent year, would be eligible for regular admission in the same institution in HSSC Part-II (12th Class).
16. Any student placed in "E" Grade in SSC Examination shall not be allowed for regular admission in 1st year in any case.
17. According to the decision of KPBC meeting No. 144 item No. 38 adopted in 18th BOG of BISE Malakand item No. 22 serial No. 1, "if a student of HSSC Part-I who failed or quashed their result are allowed for re-admission in the same institution provided that institution has the capacity to accommodate him/her otherwise the student should be allowed to migrate to another institution but his/her old registration will remain intact.
18. Principal of institutions, private institutions in particular are directed not to admit a student in 1st& 2nd year in the jurisdiction of BISE, Malakand until original migration certificate (college to college) and school/college leaving certificate is submitted. In case of non-provision of the same the penalty shall be imposed on institution.
19. The Upper Age limit for the male student of 1st year is 19 years from the regular admission in the college not later than **10-11-21**. Female are exempted. The principal may recommend genuine cases of hardship in a consolidated form for relaxation of age limit to the Director (E&SE or HEC) giving reasons for such recommendations after giving admission provisionally to such students, if otherwise eligible. The cases of upper age limit upto 25 years of age will be considered by the Director of Education (E&SE/Colleges) Khyber Pakhtunkhwa while the cases exceeding the said limit will be referred to the Secretary E&SE Government of Khyber Pakhtunkhwa, for sanction. The provisional admission in such cases will be cancelled if the competent authority does not grant relaxation in upper age limit. However, the Heads of Private Educational Institutions are directed to apply for age relaxation to the chairman BISE Malakand.
20. Already registered students with BISE Malakand in the session 2020 are ineligible for new registration. They are required to submit Migration Certificate or will take re-admission on his/her old Registration Number (BOG #18 item # 22, Dated: 06-10-2017).
21. Registration of those students may be submitted in hard form (if any) whose registration cannot be done through Portal Software System.
22. The Head of the Institutions are advised to provide authentic and duly verified specimen of their signature (stamped) to avoid forgery in their signatures & stamps (in case of migration or other issues).
23. Registration No. (Fresh) once allotted can be cancelled upto **10-11-21** with deposit receipt of Rs. 1000/- in favour of BISE Malakand.
24. Group change shall be entertained upto **10-11-21** through proper application submitted by the student to the principal consequently & a covering letter with the application.
25. The BISE Malakand can check and verify the late admission cases from the school/college record whenever required.
26. All the Principals of Govt: Colleges and Higher Secondary Schools are directed to deposit **Rs. 600/-** per session as "**Renewal of Affiliation Fee**" in favor of BISE Malakand, whereas rates for renewal of affiliation for Private HSSC Level Institutions is **Rs. 10000/-**.
27. The above rules/directives are subject to changes, if any, issued by the competent authority.
28. The Heads of the affiliated institutions shall follow the Board Calendar rules vide Chapter V (Page-206-224) & Chapter-VII (Page-230-231).

For inquiry:0346-8980744/0345-5917448

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CHAIRMAN
BISE, MALAKAND
Dated:09/09/2021

No.8411/Acad/BISE-Mkd

Copy for information to the:

1. PSO to Chief Minister, Govt of Khyber Pakhtunkhwa.
2. PS to Minister for Education (Elementary & Secondary Education) Govt: of Khyber Pakhtunkhwa Peshawar.
3. PS to Secretary (Elementary & Secondary Education) Govt: of Khyber Pakhtunkhwa Peshawar.
4. PS to Secretary Higher Education, Govt. of Khyber Pakhtunkhwa.
5. PS to Director Higher Education, Govt. of Khyber Pakhtunkhwa.
6. PS to Director Education (FATA), Govt. of Khyber Pakhtunkhwa.
7. PS to Director Elementary & Secondary Education Govt of Khyber Pakhtunkhwa.
8. All the Principals Govt/Private recognized institutions within the jurisdiction of BISE Malakand.
9. PS to Chairman, BISE Malakand.
10. Chairmen BISEs Bannu, D.I.Khan, Kohat, Mardan, Peshawar, Swat and Abbottabad.
11. DEO's (M+F) Dir (L), Dir (U), Malakand & Bajaur.
12. Controller of Examinations, BISE Malakand.
13. Programmer, BISE Malakand
14. All the Section Heads of BISE, Malakand.
15. Office record.

ASSISTANT SECRETARY ACADEMIC
BISE, MALAKAND