



## NOTIFICATION

It is notified for general information of all concerned that the following schedule for Registration of Class 1<sup>st</sup> Year students admitted in the Colleges or Higher Secondary Schools {Male/Female} falling within the jurisdiction of BISE Malakand shall strictly be followed for the Academic Session 2018-19.

Category	With Normal Fee	With Late Fee of Rs. 100/-	With Double Late Fee of Rs. 200/-
	01/08/2018 to 31/08/2018	01/09/2018 to 13/09/2018	14/09/2018 to 28/09/2018
Govt. Institutions	Rs. 280/- (Per Candidate) Rs. 80/- Sports Fee Rs. 200/- Reg. Fee	Rs. 380/- (Per Candidate) Rs. 100/- Sports Fee Rs. 280/- Reg. Fee	Rs. 480/- (Per Candidate) Rs. 100/- Sports Fee Rs. 380/- Reg. Fee
Private Institutions	Rs. 400/- (Per Candidate) Rs. 100/- Sports Fee Rs. 300/- Reg. Fee	Rs. 500/- (Per Candidate) Rs. 100/- Sports Fee Rs. 400/- Reg. Fee	Rs. 600/- (Per Candidate) Rs. 100/- Sports Fee Rs. 500/- Reg. Fee

### General Conditions: نوٹ: رجسٹریشن اور سپورٹس فیس علیحدہ علیحدہ رجسٹریشن کے ذریعے ضروری ہیں۔

1. The Heads of the Institutions are advised to adopt procedure for online registration through portal system ([www.bisemalakand.edu.pk/reg](http://www.bisemalakand.edu.pk/reg)) for 1<sup>st</sup> 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. Payment in excess of the submitted cases 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.
2. However, late registration with triple fee of those students whose names were left due to mistake or any other reason, will be allowed from 01.10.2018 to 31.10.2018 with cogent reasons after provisional admission of such students (Board Calendar Chapter # XVI Rule-3). Heads of institutions are required to produce an affidavit on stamp paper with such cases of Registration that there is no other student is on the roll of institution and no registration request will be made after 30.11.2018 on the pretext that the name of the student was left due to mistake or any other reason. Late admission(s) cannot be taken on regular basis till the same is approved by the Chairman BISE Malakand. Such application(s) is/are liable to be rejected, if the Competent Authority feels the lack of cogent reasons.
3. The Heads of the institutions are advised to ensure college I.D from the Webmaster BISE Malakand(0343-9842610) before entry of the students through portal system and submit their entries for registration gender-wise and group-wise through online service.
4. The Heads of the Institutions are required to put the subjects of the students against each student through portal system.
5. 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.
6. The Heads of the Institutions are advised to submit the original migration certificate(s) and copy of SSC DMC of the student migrating from other Board alongwith registration return for 1<sup>st</sup> year/11<sup>th</sup> class registration to this office at the time of confirmation, if an institution fails to provide the same, their applications shall not be entertained and the student name shall be excluded from the list.
7. The Heads of the Institutions are advised to maintain proper Admission Withdrawal Register (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.
8. The Heads of the Institutions are required to submit the following documents for regular student(s), HSSC status, migrated from other Board, within fortnight, for registration in 1<sup>st</sup> year/2<sup>nd</sup> year intermediate.
  - I. Verified SSC DMC (Board Concerned)
  - II. Verified DMC Part-1 (Regular student) Annual 2018 from Board Concerned.
  - III. Countersigned copy of college leaving certificate.
  - IV. Registration return along with covering letter duly signed by the Head of Institution concerned.
  - V. Original Migration Certificate.
  - VI. Proper Receipt of Prescribed fee (Rs. 500/-).If an institution fails to provide the same within fortnight of issuance of migration certificate a penalty @ Rs.10/- per student per day shall be charged.
9. Migration (College to College) shall not be allowed after 30.11.2018 till the result declaration of HSSC Annual Examination 2019.
10. The admission of a student on scholarship basis, especially in private institutions, in 1<sup>st</sup>/2<sup>nd</sup> 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.

11. 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.
12. Any student placed in 'E' grade in SSC Exam shall not be allowed for regular admission in 1<sup>st</sup> year in any case.
13. Principals of Institutions, Private institutions in particular are directed not to admit a student in 1<sup>st</sup> year & 2<sup>nd</sup> 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.
14. The Upper Age limit for the male student of 1<sup>st</sup> year is 19 years.
15. Already registered students with BISE Malakand in the session 2017 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).
16. The registration 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.
17. Registration of those students may be submitted in hard form (if any) whose Registration can't be done through Portal Software system.
18. The Head of the Institutions are advised to provide authentic and duly verified specimen of their signatures (stamped) to avoid forgery in their signatures & stamps ( in case of migration or other issues).
19. The Head of Institutions are advised strictly to provide their Telephone/Mobile Numbers, full mailing address and E-Mail address, if any, to this office for ready use.
20. Group change shall be entertained upto 30.09.2018 through proper application submitted by the students to the principal concerned consequently and a covering letter with the application(s) addressed to the Secretary BISE Malakand alongwith deposit receipt of Rs. 500/- per candidate remitted in favour of BISE Malakand.
21. The BISE, Malakand can check and verify the late admission cases from the school/college record whenever required.
22. 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 Institution is **Rs.7000/-**
23. Those institutions who fail to submit their Registration as per given schedule, will be charged @ Rs. 20/- per student per day from the normal last date. (BOG No. 11 Item No. 04 dated 22.10.2012).

**Note: The last date on the gazetted holiday will be posted to the next working day.**

Sd/-  
CHAIRMAN  
B.I.S.E Malakand

**No. 7926/Acad/BISE-Mkd**

**Dated: 18.07.2018**

**Copy for information to:**

1. P.S.O. to Chief Minister, Govt. of Khyber Pakhtunkhwa.
2. P.S. to Education Minister, (E&SE) Govt. of Khyber Pakhtunkhwa.
3. P.S. to Secretary, Elementary & Secondary Education, Govt. of Khyber Pakhtunkhwa.
4. P.S. to Secretary Higher Education, Govt. of Khyber Pakhtunkhwa.
5. P.S. to Director Higher Education, Govt. of Khyber Pakhtunkhwa.
6. P.S. to Director Education (FATA) Govt. of Khyber Pakhtunkhwa.
7. P.S. to Director Elementary & Secondary Education Govt. of Khyber Pakhtunkhwa.
8. DEOs (Male/Female) Malakand, Dir Lower, Dir Upper and AEO Bajaur Agency.
9. All the Principals Govt/Private recognized institutions within the jurisdiction of BISE Malakand.
10. All Chairmen BISEs Khyber Pakhtunkhwa.
11. P.S. to Chairman, BISE Malakand.
12. Web Master BISE Malakand with the directives to upload this notification on official website of BISE Malakand for the purpose of large publicity and also put check on those students already registered with BISE Malakand in the current or previous session, as well as those students having Upper DOB than 01.08.1999.
13. Programmer BISE Malakand for similar action as per S.No. 12.
14. Office record.

**S E C R E T A R Y**  
**B.I.S.E Malakand**