



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MALAKAND

NOTIFICATION FOR 1ST YEAR REGISTRATION

It is hereby notified for the general information of all concerned that the following schedule for the registration of students admitted to 1st Year (HSSC Part-I) in Government and Private Colleges/Higher Secondary Schools (Male/Female) falling within the jurisdiction of BISE Malakand shall strictly be followed for the Academic Session 2026-27.

Category	Detail Of Fee	Registration	Sports	Upto
BOTH GOVERNMENT & PRIVATE INSTITUTIONS	Normal Fee	1300	300	30-10-2026
	With Late Fee	1700	300	02-11-2026
	With Double Late Fee	2000	300	09-11-2026
Renewal Fee Govt. Institutions	Rs. 800/- (Once in a year)	Affiliation Fee Govt. Institutions		Rs. 1000/-
Renewal Fee Private Institutions	Rs. 12,000/- (Once in a year)	Affiliation Fee Private Institutions		Rs. 35000/-

ریٹول، رجسٹریشن اور سپورٹس فیس علیحدہ علیحدہ رسیدوں پر ادارے کے نام سے جمع کرنا 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. To create new online account please visit YouTube video link for demonstration (<http://www.youtube.com/watch?v=bEaXuFkwKkY>).
 - For any technical issue/query contact: 0343-9842610 for help (during office hour) or Email: webmaster@bisemalakand.edu.pk and for any query related to student registrations contact: 0341-9507282.
 - A fresh Child Registration Certificate (CRC), issued by NADRA within the last 60 days, is mandatory to be enclosed with the registration application. Old Form-B certificates shall not be accepted.
 - Enter the complete CRC/Form-B/CNIC number and valid contact number of each student in the relevant columns of the online enrollment portal.
 - Registration forms shall be accepted only from those institutions that are registered with the Khyber Pakhtunkhwa Private Schools Regulatory Authority (KP-PSRA) for the Academic Session 2025-26, along with a valid renewal letter issued by KP-PSRA.
 - The Heads of institutions shall submit registration entries through the online portal gender-wise and group-wise, clearly indicating the cases of orphans, Special Persons (Persons with Disabilities), and children of Shuhada (as declared by the Government).
 - Registration Fee, Sports Fee and Renewal Fee shall be deposited through separate bank slips at any branch of Allied Bank, HBL or BOK. Institutions having portal accounts shall deposit the prescribed fee through the online-generated bank slips. After verification of the fee, the institution shall submit the duly signed registration list, bearing the signature of the Head of Institution, along with the original bank slips to the Academic Section within the prescribed schedule. In case of failure to comply with the prescribed schedule, the applicable fee shall be charged in accordance with the relevant notification.
 - Any payment made in excess of the amount required for the submitted registration cases shall not be refundable and shall not be adjusted against the registration fee of any other student.
 - Institutions failing to submit registration cases within the prescribed schedule shall be charged a late fee of Rs. 20/- per student per day from the closing date, after completion of all codal formalities, in accordance with BOG Meeting No. 11, Item No. 04, dated 22-10-2012.
 - The Heads of institutions may correct the Group/Faculty up to 09-11-2026 on payment of Rs. 700/-, subject to completion of all codal formalities. Thereafter, double fee shall be charged subject to the approval of the Secretary, BISE Malakand.
 - The institution concerned shall ensure that all students whose names are submitted through the online registration list for confirmation are regularly attending classes in the concerned college/institution. In case of non-compliance, the registration application of such student(s) shall not be entertained for any other institution if claimed by the student or another institution.
 - In the case of students migrated from another Board, the Heads of institutions shall submit the original Migration Certificate along with a verified copy of the SSC DMC at the time of confirmation of registration. Failure to provide the required documents shall result in non-entertainment of the registration case and exclusion of the student's name from the registration list.
 - The Heads of institutions shall maintain a proper Admission and Withdrawal Register (A.W.R.) and shall submit registration cases strictly in accordance with the entries recorded therein to avoid omissions, irregularities and discrepancies.
 - In the case of regular students migrated from another Board, the Heads of institutions shall submit the following documents within 15 days (fortnight) from the date of migration for registration in HSSC Part-I or Part-II:
 - Verified SSC/HSSC Part-I DMC from the concerned Board.
 - Countersigned copy of the School/College Leaving Certificate.
 - Registration Return along with a
 - covering letter duly signed by the Head of the concerned institution.
 - Original Migration Certificate.
 - Proper receipt of the prescribed fee of Rs. 1,500/-.
- Failure to submit the above documents within 15 days of issuance of the Migration Certificate shall attract a penalty of Rs. 20/- per student per day, in accordance with BOG Meeting No. 11, Item No. 04, Serial No. 10.
- The Heads of institutions shall submit the Original Migration Certificate in cases of College-to-College, School-to-School, College-to-School or School-to-College migration within the jurisdiction of BISE Malakand, along with all other relevant documents of regular students, to the Intermediate Examination Section at the time of submission of the admission form.

17. In the case of a student migrated from another Board, a **photocopy of the Migration Certificate** shall also be submitted to the Intermediate Examination Section at the time of submission of the student's examination form.
18. In cases where a student is admitted on scholarship, particularly in private institutions, any bond/agreement executed between the institution and the student at the time of admission shall not restrict the student's right to migrate to another institution or Board. Such bond/agreement shall **not be accepted by the Board** for this purpose.
19. The Heads of institutions are directed to collect fee and other charges from students **on a monthly basis**. Any complaint lodged by the Head of Institution regarding outstanding fee or other charges against a student at the time of migration to another institution/Board shall not be entertained if the fee was not collected within the prescribed period.
20. Any student placed in **"E" Grade in the SSC Examination** shall not be allowed regular admission in 1st Year in any case, in accordance with **Academic Policy-2017** circulated by the Directorate of Higher Education, Khyber Pakhtunkhwa.
21. In accordance with the decision of **KPBCC Meeting No. 144, Item No. 38**, adopted in the **18th BOG Meeting of BISE Malakand under Item No. 22, Serial No. 1**, a student of HSSC Part-I whose result has been failed or quashed may be re-admitted in the same institution, provided that the institution has sufficient capacity to accommodate the student. Otherwise, the student may be allowed to migrate to another institution; however, his/her **previous registration shall remain intact**.
22. Principals/Heads of institutions, particularly private institutions, are directed **not to admit migrated students in 1st Year or 2nd Year** within the jurisdiction of BISE Malakand unless the original Migration Certificate (institution to institution) and School/College Leaving Certificate are produced. In case of non-compliance, disciplinary action shall be initiated against the concerned institution.
23. The upper age limit for **male students seeking regular admission in 1st Year** in Government Higher Secondary Schools/Colleges shall be **19 years**. Female students are exempted from this age limit. The Principal concerned may grant age relaxation of **one year**. The Director (E&SE/HED) may grant age relaxation up to **three years**. Candidates overage by more than three years and up to 25 years may be referred to the Secretary (HED/E&SE) for approval. Provisional admission in such cases shall stand cancelled if the competent authority does not grant the required age relaxation. Heads of Private Educational Institutions shall apply to the **Chairman, BISE Malakand** for age relaxation in such cases.
24. Students already registered with BISE Malakand during the **Academic Session 2025-26** shall not be eligible for fresh registration. Such students shall either submit a **Migration Certificate** or seek re-admission against their previous Registration Number, in accordance with **BOG No. 18, Item No. 22, dated 06-10-2017**.
25. Registration cases may be submitted in **hard form**, where necessary, only in cases where registration cannot be completed through the Board's Portal Software System.
26. The Heads of affiliated institutions shall provide an **authentic and duly verified specimen of their signature, duly stamped**, to the Board in order to prevent forgery or misuse of signatures and official stamps, particularly in migration and other related matters.
27. A **fresh Registration Number**, once allotted, may be cancelled up to **09-11-2026** on submission of a deposit receipt of **Rs. 1,000/-** in favour of BISE Malakand.
28. BISE Malakand reserves the right to verify and scrutinize late-admission cases from the original school/college record whenever required.
29. The above rules, conditions and directives shall remain subject to any amendments, modifications or further instructions issued by the **Competent Authority** from time to time.
30. The Heads of all affiliated institutions shall strictly observe the relevant provisions of the **Board Calendar**, particularly **Chapter-V (Pages 206-224) and Chapter-VII (Pages 230-231)**.
31. No migration shall be allowed under any circumstances after the issuance of the Admission Notification, in accordance with **BOG No. 19, Item No. 33, S. No. 36, dated 13-11-2018, or after 31-12-2026, whichever is earlier**.

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CHAIRMAN
BISE MALAKAND

No. 66 /Acad/BISE-Mkd

Dated:19-08-2026

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.
3. PS to Secretary (Elementary & Secondary Education) Govt: of Khyber Pakhtunkhwa.
4. PS to Secretary Higher Education, Govt: of Khyber Pakhtunkhwa.
5. PS to Director Higher Education, Govt: of Khyber Pakhtunkhwa.
6. PS to Director Elementary & Secondary Education Govt: of Khyber Pakhtunkhwa.
7. All the Principals Government/Private recognized institutions within the jurisdiction of BISE Malakand.
8. PS to Chairman, BISE Malakand.
9. Chairmen, BISEs Bannu, D.I Khan, Kohat, Mardan, Peshawar, Swat and Abbottabad.
10. DEO's (M/F) Dir L, Dir U, Malakand & Bajaur.
11. Controller of Examinations, BISE Malakand.
12. Deputy Director (IT), BISE Malakand.
13. All the Section Heads of BISE Malakand.
14. Web Master, BISE Malakand to upload on official web site for information.
15. Office record.


(Sultan Zeb)
Assistant Secretary Academic
BISE MALAKAND