



BOARD OF INTERMEDIATE
& SECONDARY EDUCATION
MALAKAND AT CHAKDARA

NOTIFICATION

It is notified for general information of all concerned that the following schedule for Registration of Class 1st 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 **2017-18**.

Category	With Normal Fee	With Late Fee of Rs. 100/-	With Double Late Fee of Rs. 200/-
	01/08/2017 to 31/08/2017	01/09/2017 to 14/09/2017	15/09/2017 to 29/09/2017
Government Higher Secondary Schools	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)
Govt. Colleges	01/08/2017 to 29/09/2017	01/10/2017 to 16/10/2017	17/10/2017 to 31/10/2017
	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)

General Conditions:

- The old method of Registration is no more acceptable and that's why all the Institutions have to log on to the Board's website www.bisemalakand.edu.pk/reg for online registration module, through Institution Code, User Name and Password of the Institution which has already been conveyed to all concerned.
- The particulars of a student should strictly be according to his/her SSC Certificate.
- Name of students shall be arranged in separate registration forms for Pre-Medical, Pre-Engineering, Humanities, Science General and Medical Technologies groups in such a way that their grouping is clearly comprehensible.
- Migrated students of other boards and those students who passed their SSC Exams before Annual 2017 and Supply 2016 must be submitted on hard form to Academic Section.
- If a student applies for admission after having lapse of a **year or more**, he/she shall have to produce an affidavit to the effect that he/she has not been admitted to any college previously and that he/she is availing this opportunity of admission to a college for the first time.
- The Head of the institutions are advised to submit the SSC DMC (s) and original migration certificates of the students(s) migrated to BISE, Malakand alongwith registration return for 1st year registration to the BISE, Malakand after admission is confirmed. In case an institution fails to provide the documents required, the admission would not be entertained.
- The Head of the Institutions concerned are instructed to submit the following documents of those students migrated either in 1st year or in 2nd year, from other Boards for registration within **15 days**. In case an institution fails to provide the documents required, mention below a penalty of @ **Rs.10/-** per head per day would be charged.
 - Verified SSC DMC from Board concerned.
 - Verified DMC Part I (regular student) **Annual 2017** from concerned Board.
 - Duly countersigned copy of college leaving certificate.
 - Registration return alongwith reference letter duly signed by head of Institution concerned.
 - Original Migration Certificate.
 - Prescribed fee.
- Group change shall be entertained upto **05th October, 2017** 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.

9. Registration No. once allotted can be cancelled upto **31st October, 2017** with deposit Receipt of **Rs. 1000/-** remitted in favor of BISE Malakand.
10. Any student placed in “E” Grade in SSC Exam; shall not be allowed for admission in 1st Year in any case.
11. The upper Age limit at the time of admission shall be as under:
 - a. **19 years upto 31 July, 2017.**
 - b. 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 Pukhtunkhwa while the cases exceeding the said limit will be referred to the Secretary E&SE Government of Khyber Pukhtunkhwa, 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 (if any) to the Chairman BISE, Malakand.
12. The BISE, Malakand representative may check and verify the late admission cases from the school/college record whenever required.
13. 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/-**
14. The cases of late admitted students can however be entertained if supported by justification and they may be granted provisional admission till the approval of the competent authority of the Board.
15. Late admission cannot be taken on regular basis till the same is approved by the Chairman, BISE Malakand and if in his opinion the reason of the late admission is not cogent, he is competent to reject such applications.
16. The Head of the Institutions are advised to submit their registration return alongwith deposited fee receipt within due date. **Registration Fee for Ist year must be submitted according to the number of candidates and Registration List with excess amount receipt will not be accepted.**
17. No college to college migration is allowed within the jurisdiction of BISE, Malakand after **31/12/2017**.
18. The Head of the Institutions are directed to collect fee and other charges from the students(s) at the end of every month, otherwise the complaint of the head(s) at the time of Migration to other Institution/Board shall not be entertained.
19. The Head of the Institutions are advised to provide their specimen signatures alongwith stamps to avoid forgery in their signatures and stamps.
20. The Head of the Institutions are advised to provide their Telephone/Cell Nos; complete mailing address and E-Mail address (if any) to this office to ensure timely correspondence/Communication.
21. The students admitted after the expiry of normal date will however, be entertained within **15** days as admissible under the Board rules **Chapter No.XVI page 259 Item No.3** with double fee on the submission of prescribed forms.

-Sd-

(Abdul Wali Khan)
S E C R E T A R Y
B.I.S.E Malakand
Dated: 31.07.2017

No. 7729/Acad/BISE-Mkd

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 Principal Govt/Private recognized institutions within jurisdiction of BISE Malakand.
10. P.S. to Chairman, BISE Malakand.
11. Office record.

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