



BOARD OF INTERMEDIATE & SECONDARY EDUCATION SAIDU SHARIF, SWAT

No:113-29/Acad:/BISE/Swat

Dated: 26/07/2021

NOTIFICATION

It is notified for information of all concerned that schedule for online enrollment of 9th class regular students for the academic session 2021-22 is as under.

FOR GOVT: INSTITUTIONS		
DETAILS OF FEE	TOTAL FEE	UPTO
With Normal Fee (Enrol+Sports) (170+50)	Rs.220/-	30-09-2021
With Late Fee (Enrol+Sports+Late Fee) (170+50+100)	Rs.320/-	29-10-2021
With Double Late Fee (Enrol+Sports+Double Late Fee) (170+50+200)	Rs.420/-	15-11-2021
FOR PRIVATE INSTITUTIONS		
DETAILS OF FEE	TOTAL FEE	UPTO
With Normal Fee (Enrol+Sports) (220+50)	Rs.270/-	30-09-2021
With Late Fee (Enrol+Sports+Late Fee) (220+50+100)	Rs.370/-	29-10-2021
With Double Late Fee(Enrol+Sports+Double Late Fee) (220+50+200)	Rs.470/-	15-11-2021

1. All heads of the Affiliated Institutions are required to apply for enrollment online through official website of this Board (www.portal2.bisess.edu.pk) for 9th class regular students and submit a hard copy of the same with requisite fee within due date to this office for confirmation. Manual enrolment return shall not be accepted.
2. Enter complete particulars of students carefully according to the online enrolment form along with picture 300x300 pixels (white background). **Change in group** is allowed to the institution within a month of the normal admission of a student.
3. If an institution fails to submit enrollment forms for confirmation up to 15-11-2021 a penalty @ Rs.20/- (Twenty Rupees) per day per student shall be charged till 15-12-2021 subject to the provision of Admission Withdrawal Register (AWR) to check the exact date of admission of student against the prescribed date.
4. All Heads of the Affiliated Institutions are advised to ensure comparison of student's particular i.e, Name, Father Name & Date of Birth with AWR before confirmation. Furthermore, draft enrolment cards must be issued to all students and shall be received in return duly signed by the student's father/guardian and principal. All corrections in name, father name, DOB etc shall be carried out up to 15th December 2021 after that no correction will be allowed.
5. It should be ensured, before admitting a student, whether or not he/she is already enrolled with BISE, Swat. In case he/she is already enrolled then he/she must seeks migration certificate if otherwise eligible. Re-admission in 9th class, on the basis of previous enrollment Number, shall be communicated for necessary information, if otherwise eligible.
6. Regular candidates of 9th class who are failed or have cancelled their results would remain as regular candidates for the next annual examination if the institution has capacity to accommodate them, otherwise the students be allowed to migrate to another institution. The student can also appear in private capacity (Ex-regular Student)
7. Minimum age for appearing in SSC Annual exam (Part-I) 2022 is 14 (Fourteen) years. A candidate must have attained 14 years of age on or before 31-03-2022.
8. The Heads of the Institutions are requested to submit the following documents of migrated students from other boards for enrollment to this office and shall also apply online.
 - Verified DMC of 9th class (Regular student) A/2021 from the Board Concerned.
 - Countersigned copy of School Leaving Certificate.

- Enrollment form/return along with reference letter duly signed by Head of the Institution concerned.
 - Original Migration Certificate from the board concerned.
 - Prescribed Fee.
9. A student of class 9th or class 10th shall not be admitted or enrolled until **Original School to School Migration Certificate and School Leaving Certificate** is submitted. In case of non provision of the same, the penalty will be imposed on the institution.
 10. If a regular student(S) remains absent from the institution for Seven (07) days without permission/ information and the same is not reported by Head of the institution **within fortnight** to this office, the complaint lodged against the student(S) by Head of the Institution shall not be entertained.
 11. A regular student failed in (Part-1) 9th class examination, after qualifying the same examination in the subsequent year, would be eligible for regular admission in class 10th in the same institution or any other recognized institution subject to the provision of School to School Migration Certificate for admission in other institution.
 12. The particulars of the student (s) Name, Father Name & Date of Birth and admission withdrawal number must be taken from the **Admission withdrawal Register** along with covering letter dully signed by the Head of the Institution. Any cutting, erasing and alteration in the above particulars of a student in the online return proforma /Hard copy shall not be accepted.
 13. The Heads of the Institutions are advised to put their signature and official seal on every page of **Admission withdrawal Register** & duly countersigned by the concerned AEO/DEO (In case of Government institutions) concerned or by Private Schools Regulatory Authority (in case of Private institutions). **A.W.R** which is not attested and countersigned shall not be entertained for any official use particularly related to correction in name, father name and date of birth.
 14. Any alteration whether by cutting or erasing related to the name, father name and date of birth of the student in **A.W.R** is strictly prohibited and shall never be accepted for correction in the above particulars.
 15. Migration (School to School) shall not be allowed after 31St December 2021 till the result declaration of SSC (A) Examination 2022.
 16. School Leaving Certificate (S.L.C) shall not be issued to a student until he/she gets migration certificate from Board.
 17. All Heads of affiliated institutions are advised never to sign migration application/form after due date i.e 31 December, 2021. In such situation Board is authorized to refuse or scrutinize the case for proper action.
 18. In case of a regular student of class 10th applies for migration certificate from this Board, he shall produce copies of DMC (Detail Marks Certificate) & SLC (School Leaving Certificate) duly attested by Head of the concerned Institution.
 19. Heads of the affiliated Institutions are directed to collect fee and other dues from the student(s) at the end of every month. Complaints regarding fee and other dues against the student (s) at the time of migration to other institution/Board shall not be entertained.
 20. Heads of the Government and Private Educational Institutions are required to deposit Annual Renewal/Affiliation fee on the prescribed Bank slip along with covering letter duly signed by the Principal of the concerned institution.
 21. Principals of all Private Schools are hereby directed to submit fresh staff statement of their institutions for the Session 2021-22 as per Board Calendar Chapter XL Para 6 sub Para 11,12, 14 etc, without which renewal of Registration shall be refused.
 22. Principals of all private schools are directed to submit Registration/Renewal of Registration issued by PSRA before or along with the enrollments.

23. RATES OF ANNUAL RENEWAL OF AFFILIATION FEE

S.No	Status of School	Annual Renewal Fee
1	Government High School	Rs. 300/-
2	Government Higher Secondary School	Rs. 600/-
3	Private Schools up to SSC Level	Rs. 5000/-
4	Private Schools & Colleges up to HSSC Level	Rs. 7000/-


24. The above rules/directives are subject to changes, if any, issued by the Competent Authority.

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CHAIRMAN
BISE SAIDU SHARIF SWAT

Endst.No. and date even

Copy for information to:

- 1) PSO to Chief Minister for Education, Govt: of Khyber Pakhtunkhwa.
- 2) PS to Education Minister, (E&SE) Deptt: Govt. of Khyber Pakhtunkhwa, Peshawar.
- 3) PS to Secretary (E&SE) Deptt: Govt: of Khyber Pakhtunkhwa Peshawar.
- 4) PS to Director E&SE Deptt: Govt: KPK Peshawar.
- 5) PS to Director Higher Education Govt: of KPK Peshawar.
- 6) The Chairmen All BISEs of KP.
- 7) Director Colleges Khyber Pakhtunkhwa, Peshawar.
- 8) Section Officer (B/T) E&SE Deptt: KPK Peshawar.
- 9) PS to Chairman BISE, Saidu Sharif, Swat.
- 10) Deputy Director (Registration) Private Schools Regulatory Authority Govt: of KP Peshawar.
- 11) PA to Controller, BISE Saidu Sharif, Swat.
- 12) Deputy Director IT BISE Saidu Sharif, Swat. ✓
- 13) District Education Officer (M/F), District Swat, Shangla & Buner.
- 14) All Section Heads BISE, Saidu Sharif, Swat.
- 15) The Principals/Head Masters/Head Mistress of all Govt: Private Schools.
- 16) File "Schedule of Admissions".


SECRETARY
BISE SAIDU SHARIF SWAT
