



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MALAKAND

NOTIFICATION

The following schedule of Class-9th enrolment is notified for the general information with respect to Academic Session 2023-24.

CATEGORY	DETAIL OF FEE	TOTAL FEE	UPTO
Both Government & Private Institutions	Normal Fee (Enrol: + Sports) (300+100)	Rs. 400/-	08/06/2023
	With Late Fee	Rs. 550/-	19/06/2023
	With Double Fee	Rs. 700/-	27/06/2023

انٹرنیٹ، سپورٹس اور ایڈمیشن فیس علیحدہ علیحدہ رسیدوں پر ادارے کے نام سے جمع کرانا ضروری ہے۔

- The Heads of the institutions are advised to adopt procedure for online enrolment through portal system (<http://www.bisemalakand.edu.pk/login>) for 9th class regular students and submit along with requisite fee (Computer Generated Receipt only) and final report duly signed by the head of the institution within due date to this office for confirmation, otherwise fee shall be charged as per notification.
- Enter complete particulars of student carefully according to the online enrolment form along with picture, group and subjects. For tutorial video visit the YouTube link: <http://youtu.be/hSSZzvTACg>. For any technical issue related to online enrolment contact 0346-9842610 (office hours) or email: webmaster@bisemalakand.edu.pk.
- If an institution fails to submit enrolment forms within the specified period quoted above i.e. upto 27/06/2023, according to BOG Minutes No.11, item No. 04 of this Board, a penalty @ Rs. 30/- per day per student will be charged till 25/07/2023 with the provision of *Attested Copies of Admission Withdrawal Register and Attendance Register till issuance of notification for SSC Annual 2024 Exam.*
- The Enrolment, Sports and Renewal fee shall be deposited separately (in their respective schools name) in any Allied Bank of Pakistan Branches, situated within the jurisdiction of BISE Malakand or HBL, Chakdara and UBL, Warl Only. If an enrollment fee is deposited other than the school name, the same receipt will not be acceptable to this office under any circumstances.*
- The Enrolment and sports fee should be deposited via online generated receipt. Final report will be delivered after online fee receipt confirmation on the next day of the submission of fee.*
- Payment in excess of the submitted cases for enrolment shall lose entitlement for refund and shall not be accepted for the next enrolment of the other students if any.
- The Heads of institutions are advised to *correct Name, Father's Name and DOB within 15 days* after submission of enrollment without any fee. After this, fee shall be charged as per rules through proper application submitted by the students to the principal concerned and a covering letter with the application(s) addressed to the Secretary, BISE Malakand along with deposit receipt of Rs. 1000/- per candidate remitted in favour of BISE Malakand.
- Last date for change of subject /group is 25/07/2023 with fee @ Rs. 300/- per subject change and Rs. 800/- group change.**
- Minimum age limit for the students of class 9th at the time of enrolment will be more than 12 years on 1st August of the Academic year.
- The Heads of the Institutions are advised to submit their entries for enrollment *Gender-wise, Group-wise, Orphans, Special Persons (Disable Students) and Children of SHUHADA (Declared by Govt :)* through online portal.
- Principal of institutions, private institutions in particular are directed not to admit migrated student(s) in 9th & 10th class in the jurisdiction of BISE Malakand until original Migration and School Leaving Certificate is submitted. In case of non-provision of the same the penalty shall be imposed on institution.
- If a regular student(s) remains absent from the institution for seven (07) days without prior 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 institution shall not be entertained.
- The student cannot change his/her institution without having a proper Migration Certificate.
- No Migration shall be allowed under any circumstances after issuance of admission notification as per KPBC No. 165 Table Agenda Item No.5 Section D, dated 06/04/2018 till the declaration of SSC Annual Examination result 2024.*
- School Leaving Certificate (S.L.C) may not be issued to the student seeking Migration until & unless allowed by the Board Authority.
- Principal of all private schools are directed to submit renewal for the session 2023-24 issued by KP-PSRA before or along with the enrollment.

RATES OF ANNUAL RENEWAL FEE FOR THE SESSION 2023-24		
S. No.	Status of School	Annual Renewal Fee
01	Government High School	Rs. 500/-
02	Government Higher Secondary School	Rs. 1000/-
03	Private School upto SSC Level	Rs. 8000/-
04	Private School & College upto HSSC Level	Rs. 10000/-

17. The Heads of Government and Private Educational Institutions are required to deposit the Annual Renewal fee on the prescribed Bank Slip along with covering letter, Renewal proforma duly signed by the Principal of the concerned institution.
18. If a regular student(s) fails in 9th Class Examination and then after qualifying the same examination in the subsequent exam, would be eligible for regular admission in the same institution in 10th Class.
19. 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 SSC Part-I (9th Class) 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 enrollment will remain intact.
20. The Head of Private Educational Institutions are directed to collect fee and other charges from the student(s) upto the end of month; otherwise the complaint of the Head(s) of institution(s) regarding fee and other charges against the student(s) at the time of getting Migration to any other institution/Board shall not be entertained.
21. Enrolment No. (Fresh) once allotted can be cancelled upto **25/07/2023** with deposit receipt of Rs. 1000/- in favour of BISE Malakand.
22. The Heads of the institutions are required to submit the following documents for regular student(s) of class-9th & 10th, Migrated from other Board within fortnight, for enrolment.
 - a) Verified 9th DMC (Board Concerned). In case of class-10th student(s).
 - b) Enrolment returned proforma with covering letter duly signed by the head of institution concerned.
 - c) Original Migration Certificate.
 - d) Proper receipt of prescribed fee Rs. 1000/-If an institution fails to provide the same within fortnight (15 days) of issuance of Migration certificate, a penalty @ Rs. 30/- per student per day will be charged.
23. The BISE Malakand can check and verify the late admission cases from the school record whenever required.
24. According to Board Calendar Rules, Section-III page 161-162, the institution/persons desiring recognition/affiliation shall make an application on a form prescribed by the Board before 31st of January, of the year in which it is desired to start classes. Provided that last date for submission of application for affiliation in the case of an institution maintained by the Govt shall be 15th of September of this year.
25. The heads of the recognized institution shall follow the Board Calendar Rules vide Chapter IV, Page 187 to 192.
26. The above rules/directives are subject to changes, if any, issued by the Competent Authority.


For more inquiry: 0346-8980744

--Sd--

**Chairman
BISE, Malakand
Dated: 22/05/2023**

No.8569/Acad/BISE-Mkd
Copy for information to the:

1. PS to Minister for Education (Elementary & Secondary Education) Govt: of Khyber Pakhtunkhwa Peshawar.
2. PS to Secretary (Elementary & Secondary Education) Govt: of Khyber Pakhtunkhwa Peshawar.
3. PS to Chairman, BISE Malakand.
4. Chairmen BISEs Bannu, D.I.Khan, Kohat, Mardan, Peshawar, Swat and Abbottabad.
5. PA to Secretary, BISE Malakand.
6. All DEO's (Male + Female) Dir (L), Dir (U), Malakand & Bajaur.
7. Controller of Examinations, BISE Malakand.
8. Deputy Director IT, BISE Malakand.
9. All the Section Heads of BISE, Malakand.
10. All the Principals/Headmasters/Headmistresses GGHS/GGHSS/GHS/GHSS/Private Institutions Affiliated with BISE Malakand.
11. Web Master, BISE Malakand.
12. Office record.


(Fida Jan Shalmani)
Assistant Secretary Academic
BISE, Malakand