



# BOARD OF INTERMEDIATE & SECONDARY EDUCATION PESHAWAR

No:15/Gen/Reg /BISEP

Dated:23/08/2023

## NOTIFICATION

It is notified for the information of all concerned, that the schedule for online registration of 1st year (Intermediate) 2023 shall be under:-

Government & Privately Managed Institutions	
Detail / Structure of Fee	Due Date
With normal fee (Reg+Sports) (400+80) Total = Rs. 480/-	31/10/2023
With late fee (Reg+Sports+Late fee) (400+80+200) Total =Rs. 680/-	15/11/2023
With double late fee (Reg+Sports+Double late fee) (400+80+400) Total = Rs.880/-	30/11/2023

1. The Head of Institutions are directed to apply for online registration of class 1st year 2023 via online portal system (portal.bisep.edu.pk) and submit printout of final report along with prescribed fee (**computer generated receipts only**) within due date to this office for confirmation, otherwise late/double fee shall be charged as per notification. Excess amount deposited for registration of students shall not be refunded nor entertained for the registration of other student(s). Only online registration shall be accepted & no manual registration is allowed.
2. All Head of institutions are directed to read carefully the instruction provided on the web portal before registering students in the online portal. Enter complete particulars of student in the online registration form e.g. picture of 300 x 300 pixels size (white background – JPG), subjects with medium, student mobile number, postal & permanent address and student / father CNIC etc. The institution may change the students group up to 15th December 2023, after that no group change shall be allowed.
3. Late admission can be allowed from 01/12/2023 to 31/12/2023 in really deserving cases under the rules (Chapter No.XVI) item No.03 of Board Calendar on the submission of the prescribed form with fee @ Rs.300/- per student. Late Admission application(s) with cogent reasons on prescribed format shall reach to this office up to 31/12/2023 after provisional admission of such students. The Head of Institutions are instructed to produce an affidavit on stamp paper that no student is left due to mistake or any other reason and submit with Registration on or before 31/12/2023, after which no registration shall be allowed.
4. Late Admission(s) cannot be taken on regular basis till the same is approved by the Chairman, BISE Peshawar. Such application(s) is/are liable to be rejected, if the Competent Authority feels the lack of cogent reasons.
5. The Head of the institutions are advised to use user credentials provided by BISE Peshawar for entry of the students through portal system gender wise as well as group wise.
6. The Head of the Institutions are required to enter the subjects and also upload scanned photo against each student.
7. 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 applications of such students will be entertained for registration in other college.
8. The Head of the Institutions are advised to submit the original migration certificate(s) and SSC DMC(s) copy/copies of student(s), migrating from other Board(s) along with 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.
9. The Head of the Institutions are advised to maintain proper Admission Withdrawal Register (A.W.R) of their students and send registration of students with accordance to the said A.W.R to avoid any missing and irregularities.
10. The Head of the Institutions are required to submit the following documents for regular student(s), HSSC status, migrated from other Board, within fortnight, for 1<sup>st</sup> year/2<sup>nd</sup> year registration.

- ❖ Verified SSC DMC (Board Concerned)
- ❖ Verified valid DMC Part-1(regular student) Annual-1 2023 from Board concerned.
- ❖ Countersigned copy of College Leaving Certificate.
- ❖ Registration return along with covering letter duly signed by the Head of Institution Concern.
- ❖ Original Migration Certificate.
- ❖ Proper Receipt of prescribed fee.

- 11. Migration (College to College) of regular students shall be opened from the date of declaration of the result HSSC annual-I 2023 till December 31st, 2023 .**
12. 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/entertained by this office for such purpose therein.
  13. The Heads of the Institutions are instructed, never to admit a student after due date of migration. If a student found to seek migration within jurisdiction of BISE Peshawar, the penalty shall be levied on institution.
  14. The Head 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.
  15. If a regular students remain absent from the institutions/college for 7 days without any prior permission/information's and the same is not reported by the head of Institution within fortnight to this office, the complaint lodged against the student by the Head of Institution shall not be entertained.
  16. Particularly the principals of private institution are directed to never admit a student in 1<sup>st</sup> year & 2<sup>nd</sup> year in the jurisdiction of BISE, Peshawar until proper migration on portal (college to college) and college leaving certificate is submitted. In case of non provision of the same, the penalty shall be levied on institution. However exceptional & genuine/hardship cases shall be dealt with as per existing policy.
  17. Upper age limit for 1<sup>st</sup> year regular male student is 19 years as per rule.
  18. It should be ensured, before admitting a student, as whether or not, the students/applicant is already registered with BISE, Peshawar. In case already registered, he/she is ineligible for new registration and must submit migration certificate, otherwise the applicant becomes eligible. In case of a student re-admission in 1<sup>st</sup> year, the expired/old registration number shall be communicated for necessary information to this office, otherwise eligible.
  19. The registration fee shall be deposited in any ABL/MCB Branches, within the jurisdiction of BISE, Peshawar.
  20. According to online portal system the renewal for new academic year is mandatory and after that the fresh registration, is possible.
  21. The Heads of the Institutions are advised to never share user name and password/privacy with other to avoid forgery/fraud (.In case of migration or other issue)
  22. The head of the institutions are advised strictly to provide their Telephone/Mobile Numbers, full mailing address and Email address to this office.
  23. Student registration data not confirmed upto 30-11-2023 shall be deleted by the system automatically next day.
  24. Group / Subject Change must be carried out as per policy if required. After that group/ subject change will be available in online admission form on the approved fee i.e Rs.200/- for group and Rs.100/- subject change. The prescribed fee will be automatically added in registration fee whenever institution management changes a student group or subject.

**Sd/-  
Chairman**

**Note:** The Last date on the gazatted leave will be posted to the next working day.

**Copy for information to**

1. P.S.O to Chief Minister, Govt. of Khyber Pakhtunkhwa
2. P.S to Education Minister, (E&S) 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. The Chairmen, All BISEs Govt of Khyber Pakhtunkhwa
9. Director Research & Development, BISE Peshawar
10. All the Principal Govt/Private recognized intuitions within jurisdiction of BISE Peshawar.
11. P.S to Chairman, BISE Peshawar

