



BOARD OF INTERMEDIATE & SECONDARY EDUCATION KOHAT
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No. 103 /Gen: /Reg /BISEK

Dated: 06.09.2023

To:

All the Principals,
Colleges/GHSS/GGHSS, Private Recognized,
Institutions within the jurisdiction of BISE Kohat,

Subject: **REGISTRATION SCHEDULE FOR F.A / F. Sc. (Part-I), SESSION 2023-2024**

It is hereby notified for the general information of all concerned that the schedule of admission and registration of class 1st Year for Academic Session 2023-24 is as under ;

For both Govt.& Private Institutions

DETAIL OF FEE	From	To
With Normal Fee (Reg+Sports)(500+150) Total=Rs.650/-	10-09-2023	20-10-2023
With Late Fee (Reg+Sports+Late Fee) (500+150+150) Total =Rs.800/-	21-10-2023	09-11-2023
With Double Fee (Reg+Sports+DoubleLate Fee) (500+150+300) Total =Rs.950/-	10-11-2023	25-11-2023

1. Late admission can, however, be allowed from **26-11-2023** to **26-12-2023** in real deserving cases under the rules (chapter No. XVI) Item No.3 of Board calendar on the submission of prescribed admission form with necessary fee of Rs.300/-Late admission applications shall be submitted to the Board Office up to **26-12-2023** after provisional admission of such students.
2. The heads of the institutions are advised to adopt the procedure of **online registration** through portal system (portal.bisekt.edu.pk) for intermediate (1st year) regular students and submit along with requisite fee within due date to this office for confirmation physically, otherwise fee shall be charged as per portal system record. **Manual Registration return shall not be accepted in any case. All the migrated students from other Boards must attach the Original Migration Certificate as well as verified DMC from concerned Boards during the submission of Registration return, otherwise registration return will not be accepted.**
3. All heads of institutions are directed to read carefully instructions provided on the web portal before students registration in the online portal .Enter complete particulars of students as required in the online registration form along with picture of 300X300 (white background –DPI) against each student. District of Domicile of the students must be mentioned at the relevant column in the online registration return.
4. Late admission forms are to be submitted to the Board Office immediately after the provisional admission of such students. Provisional admission can't be taken as admissible on regular basis till the same is approved by the worthy chairman and if in his opinion the reasons of late admission are not sound/justified, he can reject such applications. **It may please be noted that no student be admitted after 26-12-2023 under any circumstances.**
5. The Heads of the Institutions are directed to submit the following documents of migrated students from other boards within **fortnight** for registration to this office. If an institution is failed to provide the same, a penalty would be **imposed on the institution.**
 - ❖ Verified DMC Intermediate (1st year) (regular student) from Board concerned.
 - ❖ Original Migration Certificate
 - ❖ C/Signed copy of Institution Leaving Certificate.
 - ❖ Registration online return along with reference letter duly signed by the head of institution concerned.
 - ❖ Prescribed Fee
6. The heads of the institutions are advised to submit their registration return alongwith deposited fee in due dates. Excess amount more than the submitted cases of registration shall not be accepted.
7. The heads of private institutions are particularly directed to complete their admissions within due dates, otherwise no late admission form will be entertained.
8. The heads of the Institutions are directed to collect fee and other charges from the students at the end of every month; otherwise the complaint of the head(s) of the institution(s) regarding fee and other charges will not be entertained.
9. Age limit of students for 1st year registration is 19 (nineteen) years (in case of Govt Institutions).

10. No migration will be allowed within the jurisdiction of the Board under any circumstances after December 31, 2023 till the result declaration of HSSC (A/2024) Examination.
11. All the students seeking college to college migration are required to apply through online portal system (portal.bisekt.com.pk) of BISE Kohat.
12. Student passed in grade "E" are not eligible for regular admission.
13. A candidate already passed the HSSC (Part-I) is eligible for reappearing on the basis of his/her previous Registration by cancellation/quashing of result within 10 days of declaration as per rules in vogue in BISE, Kohat, otherwise no such case will be entertained.
14. The schedule for registration of private students for academic session 2023-2024 will be notified in Intermediate Examination's Notification.
15. Registration fee shall be deposited at National Bank of Pakistan within the jurisdiction of BISE, Kohat.
16. All privately managed educational institutions are directed to get registered by PSRA accordingly and submit Registration letter (of session 2023-24) with online registration returned. Without this Registration Letter, Registration will not be accepted.
17. The heads of the institutions are advised to maintain proper Admission Withdrawal Register (AWR) of their students and send their registrations in accordance to the AWR to avoid any missing and irregularity/forgery.
18. In case of migration apply for other boards; a regular student of 1st year/2nd year shall produce copies of DMC (Detail Mark Certificate) & CLC (College Leaving Certificate) duly attested form from the concerned head of the institution.
19. The Heads of the Institutions are advised to provide their specimen of signatures along with stamps to avoid forgery in their signatures & stamps. In case of any changes in this regard, it must be communicated to the undersigned henceforth.
20. The Heads of the Institutions are advised strictly to provide their Telephone/Cell No, full mailing address and E-mail address, if any, to this office for ready use.
21. Change in Group/Subject is allowed to the institution within one month of the normal admission of the students and will be charged @Rs.700/- and Rs.500/- per student respectively.

RATES OF ANNUAL RENEWAL /AFFILIATION FEE

S. No.	Category of School/College	Fee
1	Govt ; Higher Secondary School/College	Rs.800/-
2	Private Higher Secondary School/College	Rs.10000/-

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

Important: - It should be ensured that a student is already registered or not with BISE, Kohat. If found already registered, he/she will be ineligible for new registration and must submit migration certificate if otherwise eligible.

-Sd/-

(CHAIRPERSON)

Copy for information to:

1. PSO to Chief Minister, Govt, of Khyber Pakhtunkhwa.
2. PA to Education Minister (E&S) Govt, of Khyber Pakhtunkhwa.
3. PS to Secretary, Elementary & Secondary Education) Govt, of Khyber Pakhtunkhwa.
4. The Chairmen, BISE Abbotabad, Bannu, D.I.Khan, Malakand, Mardan, Peshawar, Swat.
5. PS to Secretary Higher Education, Govt of Khyber Pakhtunkhwa.
6. PS to Director Higher Education, Govt of Khyber Pakhtunkhwa.
7. EDOs at District, Kohat, Hangu, Karak, Kurram, Orakzai and TSD Darra Adam Khel Kohat.
8. Incharge Camp Offices.
9. P.S to Chairperson , BISE Kohat for information
10. All Concerned.


 SECRETARY
 BISE KOHAT