



BOARD OF INTERMEDIATE & SECONDARY EDUCATION KOHAT

University Road, Kohat Ph# 0922-554546,554620, Fax.0922-554019

No. 83 /Gen: /Enro: /BISEK
To:

Dated: 20/04/2016

All the Principals/Headmasters/Headmistresses,
GHS/GGHS/GHSS/GGHSS, Private Recognized,
Institutions within the jurisdiction of BISE Kohat,

Subject: **ENROLLMENT SCHEDULE OF 9th CLASS SESSION 2016-2017**

The following schedule for enrollment of 9th class for the Academic Session 2016-2017 is hereby notified for strict compliance of all the educational institutions within the jurisdiction of BISE Kohat.

INSTITUTION	DETAIL OF FEE	UPTO
Govt. Institutions	With Normal Fee (Enrol+Sports)(150+50) Total=Rs.200/-	31/05/2016
	With Late Fee (200+50) Total =Rs.250/-	15/06/2016
	With Double Fee (200+100) Total =Rs.300/-	16/07/2016
Private Institutions	With Normal Fee (Enrol+Sports) (200+50) Total=Rs.250/-	31/05/2016
	With Late Fee (250+50) Total = Rs.300/-	15/06/2016
	With Double Fee (250+100) Total = Rs.350/-	16/07/2016

NOTE: LAST DATE FOR ENROLLMENT 9th CLASS IS MAY 31, 2016.

1. If an institution fails to submit enrollment forms up to 16/07/2016, a penalty @ Rs.10/- (Rupees Ten) per day per student shall be charged.
2. The heads of the institutions are advised to adapt the procedure of online enrolment through portal system(portal.bisekt.com.pk) for 9th class 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 Enrolment return shall not be accepted and strict disciplinary action be taken against the institution.**
3. It should be ensured, before admitting a student, whether or not, he/she is already a student of another institution. In case, he/she is already admitted then he/she must seek migration from that institution if otherwise eligible.
4. The Heads of the Institutions are directed to submit the following documents of migrated students from other boards within fortnight for enrollment to this office. If an institution is failed to provide the same, a penalty would be imposed on the institution.
 - ❖ Verified DMC 09th class (regular student) A/2016 from Board concerned.
 - ❖ Original Migration Certificate
 - ❖ C/Signed copy of School Leaving Certificate.
 - ❖ Enrollment form/return along with reference letter duly signed by the head of institution concerned.
 - ❖ Prescribed Fee
5. A student of 9th or 10th Class will 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 above; the penalty will be imposed on the institution.
6. If regular student(s) remained absent from the institution for seven (07) days without any prior permission and also not reported by the head of the institution within fortnight to this office, in such cases the complaint lodged by the institution would not be entertained.
7. If a regular student failed in (Part-1) 9th class examination, but after qualifying the same examination in the subsequent year, would be eligible for regular admission in the same institution in (Part-II) 10th class, if practical exams are involved, otherwise he/she will appear in private capacity.
8. The particulars of the student(s) i.e. Name, Father Name & Date of Birth must be put from the Admission Withdrawal Register alongwith covering letter duly signed by the Head of the Institution. **CUTTING AND ERASING IN ENROLLMENT RETURN(S)/FORM(S) WILL NOT BE ACCEPTED.** The above data must be typo graphed. In case of clerical error the head of Institution should submit application to this effect to this office within thirty days of the submission of the relevant proforma.
9. The Heads of the Institutions are advised to put sign and stamp on every page of Admission Withdrawal Register & also countersigned by the AEO/EDO concerned Board Regulatory Authority (in case of Private Institution). Unsigned & unattested A.W.R **shall not be entertained for necessary amendment/correction in Board record especially Name, Father Name & Date of Birth.**

10. Cutting and erasing is strictly prohibited in Admission Withdrawal Register at the school level especially Name, Father Name and Date of Birth of a student.
11. No migration will be allowed after December 31, 2016 till the declaration of annual SSC Examination Result 2017). However already enrolled students and not allotted Roll No for SSC annual examination 2016 exempted from this ban.
12. School Leaving Certificate (S.L.C) may not be issued to the student who seeks migration until & unless allowed by the Board. Many students face difficulties when SLC is issued but when he comes for migration certificate lead to the suffering of students.
13. The heads of the institutions are advised to conduct the detention examination of 9th and 10th classes' regular students before 15th December, 2016. Many students face difficulties when they submit their admission forms for exam; concern or other problems of migration after due date.
14. The Heads of the Institutions are advised never to sign migration form after due date i.e. December 31, 2016. In such situation board is authorized to refuse or take action.
15. In case of apply for other boards; a regular student of class 9th & 10th shall produce copies of DMC (Detail Mark Certificate) & SLC (School Leaving Certificate) dully attested from the concerned head of the institution.
16. The Head of the Institutions are directed to collect fee and other charges from the student(s) at the end of every month; otherwise the complaint of the Head (s) of Institution regarding fee and other charges against the student(s) at the time of migration to the other institution/Board shall not be entertained.
17. The Heads of the Institution are advised to deposit the enrollment and Annual Renewal/Extension fee for the session 2016-2017 in NBP branches within the jurisdiction of BISE Kohat.
18. The Heads of the Institution are advised to provide their specimen signatures along with stamps to avoid forgery in their signatures & stamp. Incase of any changes in this regard, it must be communicated to the undersigned henceforth.
19. The Heads of the Institution are advised strictly to provide their Telephone/Cell No, full mailing address and E-mail address, if any, to this office for ready use.

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

**Sd/-
Chairman
BISE Kohat**

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. EDO/AEO at District / Agency, Kohat, Hangu, Karak, Kurram Agency, Orakzai Agency and F.R. Kohat.
6. P.S to Chairman , BISE Kohat for information
7. All Concerned.


**Secretary
BISE Kohat**