



BOARD OF INTERMEDIATE & SECONDARY EDUCATION KOHAT

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

No. 964 /Gen: /Reg /BISEK

Dated: 12/06/2015

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 2015-2016**

The following schedule for Registration of Intermediate (1st year) for the Academic Session, 2015-2016 is hereby notified for strict compliance of all the educational institutions within the jurisdiction of BISE Kohat.

Govt Institutions

DETAIL OF FEE	From	To
With Normal Fee (Reg + Sports)(200 + 80) Total = Rs.280/-	14-07-2015	17-08-2015
With Late Fee (Reg + Sports + Late Fee) (200 + 80 + 100) Total = Rs.380/-	18-08-2015	31-08-2015
With Double Fee (Reg + Sports + DoubleLate Fee) (200 + 80 + 200) Total = Rs.480/-	01-09-2015	15-09-2015

Privately Managed Institutions

DETAIL OF FEE	From	To
With Normal Fee (Reg + Sports)(300 + 100) Total = Rs.400/-	14-07-2015	17-08-2015
With Late Fee (Reg + Sports + Late Fee) (300 + 100 + 50) Total = Rs.450/-	18-08-2015	31-08-2015
With Double Fee (Reg + Sports + DoubleLate Fee) (300 + 100 + 100) Total = Rs.500/-	01-09-2015	15-09-2015

- Late admission can, however, be allowed from **16-09-2015** to **15-10-2015** 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 upto **15-10-2015** after provisional admission of such students.
- 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 and strict disciplinary action be taken against the institution.**
- 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 15-10-2015 under any circumstances.**
- 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) A/2015 from Board concerned.**
 - ❖ **Original Migration Certificate**
 - ❖ **C/Signed copy of Institution Leaving Certificate.**
 - ❖ **Registration form/return along with reference letter duly signed by the head of institution concerned.**
 - ❖ **Prescribed Fee**
- The heads of the institutions are advised to submit their registration return alongwith deposited fee in due date. Excess amount more than the submitted cases of registration shall not be accepted.
- The heads of private institutions are particularly directed to complete their admissions within due dates, otherwise no late admission form will be entertained.
- 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.
- Age limit of students for 1st year registration is 19 (nineteen) years (in case of Govt Institutions).
- No migration will be allowed within the jurisdiction of the Board under any circumstances after December 31, 2015 till the result declaration of HSSC (A/2016) Examination.
- College Leaving Certificate (C.L.C) may not be issued to the student who seeks migration until & unless allowed by the Board. Many students face difficulties when CLC is issued but when he comes for migration certificate lead to the suffering of the students.
- Student passed in grade "E" are not eligible for regular admission.
- Particularly, the principals of private institutions are directed never to admit a student of 1st year and 2nd year class within the jurisdiction of BISE, Kohat until original Migration Certificate(College to College) and College Leaving Certificate is submitted, otherwise Rs.50,000/-penalty shall be charged from the institution.

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 2015-2016 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. Copy of the current extension/renewal of registration of the institution, for the session, 2015-2016 must be attached with registration Performa.
18. 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.
19. In case of 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 from the concerned head of the institution.
20. The Heads of the Institution are advised to provide their specimen 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.
21. 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.

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

Sd/-

Chairman

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 Pakhtukhwa.
6. PS to Director Higher Education, Govt of Khyber Pakhtukhwa.
7. PS to Director Education (FATA), Govt of Khyber Pakhtukhwa.
8. EDO/AEO at District / Agency, Kohat, Hangu, Karak, Kurram Agency, Orakzai Agency and F.R. Kohat.
9. Incharge Camp Offices.
10. P.S to Chairman , BISE Kohat for information
11. All Concerned.

Secretary