



# **BOARD OF INTERMEDIATE & SECONDARY EDUCATION MARDAN**

No. 78 /Enrol/Gen/BISEM

Date:10-04-2017

To: All the Principals / Headmasters / Headmistresses,  
Govt. / Private/ High / Higher Secondary Schools,  
Within the Jurisdiction of BISE, Mardan.

Subject: **ENROLMENT SCHEDULE OF CLASS 9<sup>th</sup> FOR THE SESSION 2017-18**

The following schedule for Enrolment of class 9<sup>th</sup> is hereby notified for the session 2017-18.

**LAST DATE FOR ADMISSION TO CLASS 9<sup>TH</sup> IS 15/06/2017**

CATEGORY	DETAIL OF FEE	UPTO
<b><u>Govt. Institutions</u></b>	With Normal Fee (Enrol + Sports) (150 + 50) Total = <b>Rs. 200/-</b>	<b>15/06/2017</b>
	With Late Fee Rs.100/= (200 + 100) Total = <b>Rs. 300/-</b>	<b>15/09/2017</b>
	With Double Fee Rs. 200/= (200 + 200) Total = <b>Rs. 400/-</b>	<b>29/09/2017</b>
<b><u>Private Institutions</u></b>	With Normal Fee (Enrol + Sports) (200 + 50) Total = <b>Rs. 250/-</b>	<b>15/06/2017</b>
	With Late Fee Rs.100/= (250 + 100) Total = <b>Rs. 350/-</b>	<b>15/09/2017</b>
	With Double Fee Rs. 200/= (250 + 200) Total = <b>Rs. 450/-</b>	<b>29/09/2017</b>

**Note:- White Background Photos (300X300) pixels must be included during on line enrolment on portal.**

- The Heads of the Institutions are directed to adopt the procedure of **online enrollment** through portal system (**portal.bisemdn.edu.pk**) for 9<sup>th</sup> class regular students and submit enrolment return copy along with requisite fee and contact number within due date to this office for confirmation physically, otherwise fee shall be charged as per portal system record. **Manual Enrollment returns for entry purpose to this office shall not be accepted and strictly disciplinary action shall be taken against the institution.**
- The Heads of the Institutions are required to make entry group wise and gender wise. Nadra Form B number / nationality , religion and student contact number is also required in the portal.
- If an institution failed to submit enrolment copy within the specified period quoted above i.e. upto 29/09/2017 a penalty @ Rs. 20/- (Rupees Twenty) per day per student would be charged only in extra ordinary cases with the provision **admission /withdrawal register till 31/10/2017.**
- All Heads of the institutions are directed to ensure comparison of student's particulars during on line enrolment before confirmation. The concerned school Incharge shall be held personally responsible for any contradiction found between AWR and enrolment after completion of the process.
- It should be ensured before admitting a student whether or not he/she is already a student of another board/institution, because such student can be admitted after submission of migration from the Board.
- The candidate who has not attained 14 years of age would not be eligible for appearing in SSC (9<sup>th</sup>) examination 2018. Minimum date of birth is 01-04-2004. 14 years age is required till 31-03-2018, the under age students will be considered subject to the condition that candidate has passed the 8<sup>th</sup> class regularly.
- Other school students of 9<sup>th</sup> or 10<sup>th</sup> class will be admitted on the provision of original school to school migration certificate and SLC. Otherwise the penalty will be levied on the institution.
- The Heads of the Institutions are directed to submit the following documents of other Board migrating student(s) within **fortnight** for enrolment to this office after admission is/are confirmed. If an institution failed to provide the same the penalty would be imposed on the institution.
  - Original Migration Certificate and SLC photo copy from concerned Board/School.**
  - Verified DMC 9<sup>th</sup> class (regular student) from Board concerned.**
  - Enrolment proforma (Double) along with reference / Covering letter duly signed by the head of the Institution.**

9. If a regular student(s) remained absent from the Institution for 07 days without any prior permission and not reported by the head of the institution within fortnight to this office, the complaint of the head of the institution would never be entertained.
10. If a regular student failed part-I / 9<sup>th</sup> class examination, after qualifying the same examination in the subsequent year, would be eligible for regular admission in the same institution in part-II / 10<sup>th</sup> class. If practical involved, otherwise he/she will appear in private capacity.
11. The Heads of the institution are instructed to countersign **Admission / Withdrawal Register** from the concerned EDO Education / Board Regulatory Authority (in case of Private Institution) and also the Heads of Institutions put sign and stamp on every page of A.W.R. **Cutting and erasing in AWR will not be entertained for necessary correction i.e. Name, Father Name & Date of Birth.**  
**NOTE: Incomplete AWR found in any institution shall bring a minimum penalty Rs. 10000/- to the institution concerned.**
12. School to School migrations are allowed till 31-12-2017. The Heads of the institutions are directed to never sign the above migration forms after due date.
13. The Heads of the Institutions are directed to conduct the **Pre Board Examination** of 9<sup>th</sup> & 10<sup>th</sup> class of regular students before 15 December 2017.
14. The Heads of the institutions are directed to collect fee and other charges from the student(s) upto-date end of the month, otherwise the complaint of the Head(s) of Institution(s) regarding fee and other charges against the student(s) at the time of migration to the other institution / Board shall not be entertained.
15. The students failed or remained absent from examination or cancel his full examination result can get fresh enrollment only to cancel his previous enrollment on the provision of school NOC, affidavit, Original DMC and Rs. 500/- (receipt) in ABL and get cancellation order from this office.
16. The Heads of the institutions are directed to deposit the Enrolment and Annual Renewal / Extension fee for the session 2017-2018 vide ABL branches within the jurisdiction of BISE Mardan.

**THE RATES OF ANNUAL RENEWAL / AFFILIATION FEE**

Category	Status of School	Annual Renewal Fee
<b><u>Govt. Institution</u></b>	GHS / GGHS	Rs. 300/-
	GHSS / GGHSS	Rs. 600/-
<b><u>Private Institution</u></b>	SSC	Rs. 5000/-
	HSSC	Rs. 7000/-

17. The Heads of the institutions are directed to provide specimen of signature and seal to avoid irregularities etc.
18. The Head of the institutions are directed to write Contact Number full mailing Address and email address of the institution for perfect correspondence.

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**CHAIRMAN**

***Copy for information to:***

1. PSO to Chief Minister, Govt. of Khyber Pakhtunkhwa, Peshawar.
2. P.S to Minister for Education (E&SE), Khyber Pakhtunkhwa, Peshawar.
3. P.S to Secretary (E&SE) Deptt: Khyber Pakhtunkhwa, Peshawar.
4. Chairmen BISE Abbottabad, Bannu, D.I. Khan, Kohat, Malakand, Peshawar & Swat.
5. EDOs (E&SE) District Mardan, Nowshera & Swabi.
6. P.S to Chairman, BISE, Mardan.
7. All Section Officers BISE, Mardan.
8. All the Heads of the Recognized Govt. / Private Institutions within the jurisdiction of BISE, Mardan.
9. All concerned.

**SECRETARY**

Also available on **[www.bisemdn.edu.pk](http://www.bisemdn.edu.pk)**