



BOARD OF INTERMEDIATE & SECONDARY EDUCATION MARDAN

No. 90 /Enrol/Gen/BISEM

Date:02-05-2018

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

Subject: **ENROLMENT SCHEDULE OF CLASS 9th FOR THE SESSION 2018-19**

The following schedule for Enrolment of class 9th is hereby notified for the session 2018-19.

LAST DATE FOR ADMISSION TO CLASS 9th IS 31/07/2018

DETAIL OF FEE	UPTO
With Normal Fee (Enrol + Sports) (150 + 50) Total = Rs. 200/-	31/07/2018
With Late Fee Rs.100/= (200 + 100) Total = Rs. 300/-	14/09/2018
With Double Fee Rs. 200/= (200 + 200) Total = Rs. 400/-	28/09/2018

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

1. The Heads of the Institutions are directed to adopt the procedure of **online enrollment** through portal system (**portal.bisemdn.edu.pk**) for 9th class regular students and submit two no of **coloured and landscape print out** of enrolment return copies along with requisite fee and contact number on or before due date to this office for confirmation physically, otherwise late fee shall be charged as per notification. Student(s) enrollment data not confirmed/unpaid up to **31-10-2018** shall be deleted by the system automatically on next day.
2. Failed/absent Science student(s) and absent Arts student(s) in SSC (A) Examination 2018 with Enrollment Number i.e. 2017 only are allowed to appear as a regular candidate in the coming examination of SSC (A) 2019.
3. The Heads of the Institutions are required to make entry group wise and gender wise. **Nadra Form B or father CNIC number, nationality, religion and student/parent mobile number only rather than other are necessary for entry in the portal.**
4. If an institution failed to submit enrolment copy within the specified period quoted above i.e. upto 28/09/2018 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 31/10/2018.**
5. 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.
6. The candidate who has not attained **14 years** of age would not be eligible for appearing in SSC (9th) examination 2019. Minimum date of birth is 01-04-2005. 14 years age is required till **31-03-2019**, the under age students will be considered subject to the condition that candidate has passed the 8th class regularly.
7. School to School migration shall be issued after submission / confirmation of enrollment in class 9th and after declaration of result in class 10th till **30-11-2018.**
8. 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.
 1. **Original Migration Certificate and SLC photo copy from concerned Board/School.**
 2. **Verified DMC 9th class (regular student) from Board concerned.**
 3. **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 / 9th class examination, 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 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 DEO / 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 & Subject(s).**
NOTE: Correction in the above mentioned particulars is allowed for three months from normal last date of enrollment.
12. The Heads of the Institutions are requested to conduct the **Pre Board Examination** of 9th & 10th class of regular students before **15 November 2018**.
13. The Heads of the institutions are directed to collect fee and other charges from the student(s) upto-date end of the month, and communicate their reservations about the defaulter student(s) regarding migration to other institutions immediately otherwise, the complaint of the Institution will never be entertained.
14. The Head of the institutions are directed to provide specimen signature with office seal, 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. DEOs (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