



REVISED

**BOARD OF INTERMEDIATE & SECONDARY EDUCATION KOHAT**

University Road, Kohat Ph# 0922-9260787, Fax.0922-9260788

No.22 /Gen /Enrol /BISEK

To:

Dated: 12-08-2021

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

Subject:

**ENROLLMENT SCHEDULE OF 9<sup>th</sup> CLASS SESSION 2021-22**

The following schedule for enrollment of 9<sup>th</sup> class for the Academic Session 2021-22 is hereby notified for strict compliance of all the educational institutions within the jurisdiction of BISE Kohat.

INSTITUTION	DETAIL OF FEE	UPTO
<b>Govt. Institutions</b>	With Normal Fee (Enroll + Sports)(170+50) Total=Rs.220/-	30/09/2021
	With Late Fee (220+50) Total =Rs.270/-	29/10/2021
	With Double Fee (220+100) Total =Rs.320/-	15/11/2021
<b>Private Institutions</b>	With Normal Fee (Enroll + Sports) (220+50) Total=Rs.270/-	30/09/2021
	With Late Fee (270+50) Total = Rs.320/-	29/10/2021
	With Double Fee (270+100) Total = Rs.370/-	15/11/2021

**NOTE: LAST DATE FOR ENROLLMENT 9<sup>th</sup> CLASS IS NOVEMBER 15, 2021.**

1. If an institution fails to submit enrollment forms up to 15/11/2021, a penalty @ Rs.20/- (Rupees Twenty) per day per student shall be charged up to last date of admission forms subject to the provision of original AWR and other documents in justified manner.
2. The heads of the institutions are advised to adopt the procedure of **online enrolment** through portal system (portal.bisekt.com.pk) for 9<sup>th</sup> 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.**
3. **Enter complete particulars of the students carefully according to the online enrollment form along with picture of white background with 300x300 DPI. Change in Group/Subject is allowed to the institution within a month of the normal admission of the student and will be charged @ Rs.200/-and Rs.100/-per student respectively.**
4. **Enter complete Form B number and Contact Number of each and every student at the relevant columns.**
5. **District of Domicile of the students must be mentioned in the online enrollment form.**
6. 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.
7. A candidate who has not attained 14 year of age on commencement date of SSC (A) Exams 2022 would not be eligible for appearing in SSC 9<sup>th</sup> class (A) exam 2022.
8. 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 09<sup>th</sup> class (regular students) 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.
9. A student of 9<sup>th</sup> or 10<sup>th</sup> 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.
10. 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.
11. If a regular student failed in (Part-1) 9<sup>th</sup> 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) 10<sup>th</sup> class, if practical exams are involved, otherwise he/she will appear in private capacity.
12. The particulars of the student(s) i.e. Name, Father Name & Date of Birth must be put from the **Admission Withdrawal Register** along with covering letter duly signed by the Head of the Institution. **CUTTING AND ERASING IN ENROLLMENT RETURN(S)/FORM(S) WILL NOT BE ACCEPTED.** 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.

13. The Heads of the Institutions are advised to put sign and stamp on every page of **Admission Withdrawal Register** & also countersigned by the DEOs 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.**

**NOTE: Incomplete AWR found in any institution shall bring a minimum penalty of RS.10, 000/- to the institution concerned.**

14. 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.
15. No migration will be allowed after December 31, 2021 from the declaration of annual SSC Examination Result 2021
16. **All the students seeking migration are required to submit School Leaving Certificate (S.L.C) along with prescribed form.**
17. The heads of the institutions are directed to conduct the detention examination of 9<sup>th</sup> and 10<sup>th</sup> classes' regular students before 15<sup>th</sup> December, 2021. Many students face difficulties when they submit their admission forms for exam; concern or other problems of migration after due date.
18. **The Heads of the Institutions are advised never to sign migration form after due date i.e. December 31, 2021. In such situation board is authorized to refuse or take disciplinary action.**
19. In case of apply for other boards; a regular student of class 9<sup>th</sup> & 10<sup>th</sup> shall produce copies of DMC (Detail Mark Certificate) & SLC (School Leaving Certificate) dully attested from the concerned head of the institution.
20. The Heads 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.
21. **The Heads of the Institution are advised to deposit the enrollment fee for the session 2021-2022 in NBP branches within the jurisdiction of BISE Kohat.**
22. The Heads of the Institution are advised to provide their specimen signatures along with stamps to avoid forgery in their signatures & stamp. In case of any changes in this regard, it must be communicated to the undersigned henceforth.
23. 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.
24. All privately managed educational institutions are directed to get registered by PSRA accordingly and submit registration letter with online enrollment returned. Without this Registration Letter, Enrolment will not be accepted.
25. The Heads of Govt. Institutions are advised to deposit annual renewal/extension fee for the session 2021-22 in NBP Branch within the jurisdiction of BISE Kohat.
26. **As per 23<sup>rd</sup> BOG Meeting held on 11-08-2020, All privately managed educational institutions of High/Higher Secondary Schools/Colleges shall be affiliated with BISE Kohat with following fee rates:**

S. No.	Level	Affiliation Fee	Renewal Fee
1	SSC	Rs.5000/-(Once)	Rs.5000/- Per Annum
2	HSSC	Rs.6000/-(Once)	Rs.6000/- Per Annum

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

Sd/-  
Secretary  
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. DEO, s at District, Kohat, Hangu, Karak, Kurram, Orakzai and TSD Darra Adam Khel Kohat.
6. P.S to Chairman , BISE Kohat for information
7. All Concerned.

Malik Nayyar-e-Azam  
Assistant Director  
BISE, Kohat

## بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن کوہاٹ

انٹرمینٹ (کلاس نہم) برائے سیشن 2021-2022

ہدایات برائے تصاویر:-

تعلیمی اداروں کے سربراہان سے درخواست ہے کہ سٹوڈنٹ کی جو تصویر آپ آن لائن اپلوڈ کرتے ہیں۔ وہ رول نمبر سلب اور فوٹو چارٹ کے علاوہ ڈی۔ ایم۔ سی اور اصل سند پہ بھی پرنٹ ہوتی ہے۔ اس لئے برائے مہربانی تصاویر کے لئے مندرجہ ذیل ہدایات پر خصوصی طور پر عمل کریں۔

- ۱۔ بیک گراؤنڈ : واٹ
- ۲۔ سائز : پاسپورٹ سائز (2 x 2 انچز)
- ۳۔ تصویر کو موبائل سے کھینچنے کی بجائے پروفیشنل فوٹو گرافر سے بنوائیں۔
- ۲۔ فوٹو گرافر سے تصاویر کو وٹس ایپ یا کسی اور ایپلیکیشن کے ذریعے حاصل نہ کریں۔ بلکہ یو ایس بی میں کاپی کریں۔ تاکہ تصویر کی کوالٹی خراب نہ ہو
- ۳۔ اگر فوٹو گرافر سے پرنٹڈ فوٹو لینے ہوں۔ تو ان تصاویر کو پھسکینز پر کم از کم 300 dpi کے ساتھ سکین کریں۔ تاکہ تصویر کا معیار برقرار رہے۔

جس سٹوڈنٹ کی تصویر مندرجہ بالا معیار پر پوری نہیں ہوگی۔ بورڈ سے اُس کے انٹرمینٹ کی کنفرمیشن نہیں کی جائیگی۔

