



NOTIFICATION

It is notified for information of all concerned that schedule for online registration of 11th class regular students for the academic session 2024-25 is as under.

GOVT/PRIVATE INSTITUTIONS		
DETAILS OF FEE	TOTAL FEE	UPTO
With Normal Fee (Reg:+Sports) (700+200)	Rs.900/-	30-10-2024
With Late Fee (Reg:+Sports Late Fee) (700+200+100)	Rs.1000/-	15-11-2024
With Double Late Fee (Reg:+Sports Double late Fee) (700+200+200)	Rs.1100/-	29-11-2024

1. Heads of all Affiliated Institutions are required to apply for registration online through official website of this Board (www.bisess.edu.pk/ims) of their 11th class regular students and submit a hard copy of the same with requisite fee within due date to this office for confirmation. Manual enrolment return shall not be accepted.
2. All heads of institution are directed to deposit the Registration fee only on the system generated slip after finalizing the report. Other kind of deposits will not be acceptable.
3. Enter complete particulars of students carefully according to the online registration form along with picture 300x300 pixels (white background). **Change in group** is allowed to the institution within a month from the date of normal fee (Till 29-11-2024).
4. If an institution fails to submit registration forms for confirmation up to 29-11-2024, a penalty @ Rs.20/-(Twenty Rupees) per day per student shall be charged till 28-12-2024 subject to the provision of Admission Withdrawal Register (AWR) to check the exact date of admission of student against the prescribed date.
5. Heads of the affiliated institutions are advised to ensure comparison of student particulars i.e Name, Father Name & Date of Birth with AWR before confirmation. Furthermore, draft registration cards be issued to all students and shall be received in return duly signed by their father/guardian. All corrections in name, father name, DOB etc shall be carried out up to 28-12-2024, after that, no correction will be allowed.
6. It should be ensured before admitting a student, whether he/she is already registered with BISE Swat or otherwise. In case he/she is already registered, he/she must seek migration certificate if otherwise eligible. Re-admission in 11th class on the basis of previous registration number shall be communicated for necessary information if otherwise eligible.
7. Regular candidates of 11th class who are failed, would remain as regular candidates for the next annual examination if the institution has capacity to accommodate them, otherwise, the students be allowed to migrate to another institution. The student can also appear in private capacity (Ex-regular Student).
8. Upper age limit of the students for 11th class is 19 (Nineteen) years.
9. Head of institutions are advised to register students migrated from the other Boards in “ **Other Board Registration Menu**” in the portal and submit the following documents of migrated students along with hard copy of online registration (Water Marked as other Board students), within 15 days to this office.
 - i. Original Migration Certificate from Board concerned.
 - ii. Verified DMC of 1st class from Board concerned.
 - iii. Countersigned copy of College Leaving Certificate.
 - iv. Registration return along with reference letter duly signed by Heads of institution concerned.
 - v. Prescribed fee.

10. If a regular student remains absent from the institution for Seven (07) days without permission/information and the same is not reported by Head of the institution within fortnight to this office, the complaint lodged against the student by Head of the Institution shall not be entertained.
11. A regular student failed in (Part-1) 11th class examination, after qualifying the same examination in the subsequent year, would be eligible for regular admission in class 12th in the same institution or any other recognized institution subject to the provision of School/College to School/College Migration Certificate for admission in other institution.
12. Any cutting, erasing and alteration in the particulars of a student in the online return pro forma /Hard copy shall not be accepted.
13. Heads of the Institutions are advised to put their signature and official seal on every page of Admission withdrawal register & duly countersigned by the principal of the college (In case of Government institutions) or by Private Schools Regulatory Authority (in case of Private institutions). A.W.R. not attested and countersigned shall not be entertained for any official use particularly related to correction in name, father name and date of birth.
14. Any alteration whether by cutting or erasing related to the name, father name and date of birth of the student in A.W.R is strictly prohibited and shall never be accepted for correction in the above particulars.
15. Migration (Institution to Institution) shall not be allowed after 31st December 2024 till the result declaration of HSSC (A) Examination 2025.
16. Heads of all affiliated institutions are advised never to sign migration application form after due date i.e 31 December, 2024. In such situation Board is authorized to refuse or scrutinize the case for proper action.
17. In case a regular student of class 12th applies for migration certificate from this board to another board, he shall produce copies of DMC of class 11th & School/College Leaving Certificate duly attested by head of the concerned Institution.
18. Head of the Institutions are directed to collect fee and other dues from their students at the end of every month. Complaints regarding fee and other dues against the students at the time of migration to other institution/board shall not be entertained.
19. Heads of the Government and Private Educational Institutions are required to deposit Annual Renewal/ Affiliation fee on the prescribed Bank slip along with covering letter duly signed by the Principal of the concerned institution.
20. Heads of all Private Schools/Colleges are hereby directed to submit fresh staff statement of their institutions for the Session **2024-25** as per Board Calendar Chapter XL Para 6 sub Para 11,12, 14 etc, without which renewal of Registration shall be refused.
21. Heads of all private schools are directed to submit Registration/Renewal of Registration issued by PSRA before or along with registration.

22. RATES OF ANNUAL RENEWAL OF AFFILIATION FEE


S.No	Status of School	Annual Renewal Fee
1	Government Higher Secondary School/Colleges	Rs. 1500/-
2	Private Colleges up to HSSC Level	Rs. 10,000/-

23. The above rules/directives are subject to changes, if any, issued by the Competent Authority.

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CHAIRMAN
BISE SAIDU SHARIF SWAT

Copy for information to:

- 1) PS to Chief Minister, Govt: of Khyber Pakhtunkhwa.
- 2) PS to Minister Education, (E&SE) Deptt: Govt. of Khyber Pakhtunkhwa, Peshawar.
- 3) PS to Secretary (E&SE) Deptt: Govt: of Khyber Pakhtunkhwa Peshawar.
- 4) PS to Director E&SE Deptt: Govt: KP Peshawar.
- 5) PS to Director Higher Education Govt: of KP Peshawar.
- 6) The Chairmen All BISEs of KP.
- 7) Director Colleges Khyber Pakhtunkhwa, Peshawar.
- 8) Section Officer (B/T) E&SE Deptt: KP Peshawar.
- 9) PS to Chairman BISE, Saidu Sharif, Swat.
- 10) Deputy Director (Registration) Private Schools Regulatory Authority Govt: of KP Peshawar.
- 11) PA to Controller, BISE Saidu Sharif, Swat.
- 12) Deputy Director IT BISE Saidu Sharif, Swat.
- 13) District Education Officer (M/F), District Swat, Shangla & Buner.
- 14) All Section Heads BISE, Saidu Sharif, Swat.
- 15) The Principals/Head Masters/Head Mistress of all affiliated Govt: and Private Schools/Colleges
- 16) Web Master for uploading the same on official website.
- 17) File "Schedule of Admissions".


SECRETARY
BISE SAIDU SHARIF SWAT