

ENROLMENT AND REGISTRATION OF STUDENTS

1. The Secretary shall maintain a register to keep a record of the names and other relevant particulars of all students joining recognized institutions in the following classes:
 - (1) Secondary School
 - (2) Intermediate
 - (3) Languages
2. In this register shall be recorded, under the name of each registered student, the dates of admission and re-admission to and leaving of any recognized institution, group of subjects, any scholarship, medal or prize or punishment awarded by the Board to the students, and of every 'pass' or 'fail' in a Board's examination with his roll number.
3. Fee for enrolment and registration shall be as follows:
 - (1) **Secondary School Examination**

Prescribed enrolment fee and price of admission form shall be payable to the Board by each regular candidate at the time of his admission to the Secondary classes in an institution and Rs.900/- by each private candidate at the time of submission of his admission form and admission fee for the examination.
 - (2) **Intermediate Examination**

Prescribed registration fee and price of admission form shall be payable to the Board by each regular candidate at the time of his admission to the Intermediate classes in an institution, and Rs.900/- by each private candidate at the time of submission of his admission form and admission fee for the examination.
 - (3) **Languages Examination**

Prescribed registration fee and price of admission form shall be payable to the Board by each candidate for the Languages Examination at the time of submission of his admission form and admission fee for the examination.

 - Enrollment / registration fee once received shall not be refunded.
4. The Head of every recognized institution shall forward to the Secretary within prescribed schedule of admission, the name of every student admitted or readmitted to classes mentioned in rule 1 above together with enrolment / registration fee required under the rules, followed by prescribed schedule fee for submission of particulars of the students. If an institution does not submit the Enrolment/Registration forms along with the required fee within the schedule, that institution shall have to pay fine according to the prescribed schedule. Enrolment/registration of a student, left over due to some clerical mistake on the part of the institution, would be made subject to the permission of the Chairman. The concession in the prescribed schedule fee/ fine shall not be given:

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- (1) If a student is struck off the roll of an institution, migrates to another institution, is rusticated or expelled, such fact shall immediately be reported to the Secretary.
 - (2) In case a student, who has already been registered, joins or rejoins an institution, the registered number of the student shall be quoted by the Head of the institution while intimating the student's admission or re-admission.
5. On enrolment / registration, every student or candidate shall be informed of the registered number under which his name has been enrolled / registered. The registered number shall be quoted by the Head of the institution in all subsequent correspondence relating to the student, and by the student or the candidate on all applications made by him to the Board including applications for admission to an examination.
 6. Applications for admission to examinations of the Board shall be scrutinized by comparing them with the record in the register. In case the particulars of a candidate, as given in the admission or permission form, do not tally with those in the registration record based on the enrolment / registration return submitted by the Heads of institutions or on the application for enrolment / registration submitted by a candidate himself, the Secretary may refuse to entertain the candidate's application for admission to the examination.
 7. In the enrolment / registration return, a correction shall be made in the particulars of regular candidates till the date of commencement of the examination on payment as per prescribed schedule fee on production of the documentary proof in support of the correction, subject to the satisfaction of the Board. However, any correction sought thereafter would be treated in accordance with the prescribed procedure as laid down in regulation 5 of Chapter III.
 8. An enrolled / registered student or candidate may obtain a duplicate registration card on payment of a fee of Rs.500/-.
 9. The O-Level students may be admitted to the Intermediate Part-I before they clear the subjects of Pakistan Studies and Islamiyat. However, they shall have to clear these subjects in the first available examination chance. If they fail to do so, their Intermediate result shall be withheld until they clear the subjects of Pakistan Studies and Islamiyat. This concession is meant only for those students who qualify their O-Level from abroad. The registration card would, however, be issued on production of an equivalence certificate from the Inter-Board Committee of Chairmen.
 10. The candidates seeking migration from other Board shall have to take admission on previous institution leaving certificate during the one month (30) days with the prescribed registration fee. In addition registration of candidates with fine of Rs.500/ can be made within 15 days. (Amount of fine will be payable to the Board) and after this no admission will be accepted on NOC basis. After admission registration Return form, original NOC, fee bank challan and attested copy of institution leaving certificate will be submitted

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within 10 days in Board Office, not submitting said documents additional Rs.500/ will be received by the Board.

11. For correction of clerical mistakes in the enrolment / registration cases, a request from the Head of institution on the letter pad bearing his stamp shall be considered enough and the correction shall be made on receipt of the prescribed fee for mistakes correction/subject/group change; provided that the correction in any two, in the name, father's name, photo and date of birth, can be made.
12. Any regular or private candidate getting 33% marks or above in Part-I examination is not allowed to re-admit in Part-I.
13. Any regular or private candidate who appears in Part-I examination and gets less than 33% marks in one or more subjects or he is absent in Part-I examination, will be allowed to re-admit in same/other group/combination of subjects in any institution, in the same year.
14. Any regular or private candidate who has sent admission form for Part-II examination cannot be re-admitted in Part-I.
15. Any regular candidate who gets admission in an institution in Part-I and after that he gets 2nd admission with in schedule in another institution, his 1st admission will be considered cancelled and 2nd admission will be considered valid. However, the candidate will have to apply to the Board for cancellation of 1st admission through the head of the previous institution.
16. A candidate getting admission in an institution in class ix shall be of 12 years of age by 1st August of the year of enrolment/ registration with the Board.
17. In any institution subjects will be offered to the candidates, applying for admission on the availability of the syllabus subject to the prior approval of the Board.
18. The recognized/ affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.
19. Those students who are not entered in registration return are not allowed to appear in the Part-I examination as regular candidates.

