



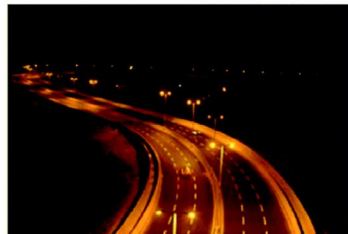
# STEVTA



Sindh Technical Education and  
Vocational Training Authority

<http://www.stevta.gos.pk>

## Prospectus Session 2009-2010



Diploma of  
Associate Engineer  
&  
Diploma in Commerce

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### **Message from Chairman STEVTA**

The WTO regime, demographic shifts and modern technologies are posing a challenge and affording opportunities. Industry needs modernization and optimal utilization of resources to be competitive and produce quality goods at reasonable prices. Agriculture, the main stay of economy requires mechanization to enhance production. Neighboring countries are earning huge sums of foreign exchange through IT exports and technically trained/well paid skilled manpower. Europe, Middle East, Far East, Australia, Africa and many other regions of the world are facing skilled manpower shortage. This shortage is likely to accentuate over the years. Worldwide demands of modern industry, mechanized farming, service sectors can be met by preparing our Human Resources, to meet all these shortfalls. Technical Education and Vocational Training (TEVT) Institutions offer the requisite platform to develop the skilled workforce. In the past these institutions in the province were working under various departments / directorates and remained neglected due to multiplicity of administration.

Now that Sindh Technical Education Vocational Training Authority (STEVTA) has been established to streamline and strengthen Technical Education and Vocational Training under one umbrella, I am confident that inefficiencies on that account will be done away. STEVTA is committed to provide quality skill training in our institutions around the province and would focus on job market oriented skilled force development.

I hope that this prospectus will provide complete information about TEVT programs specially three years Diploma of Associate Engineering and two year Diploma in Commerce for the candidates seeking admissions.

**Air Marshal (R) Riazuddin Shaikh**



### **Message from Managing Director STEVTA**

I am happy that STEVTA is publishing uniform prospectus for all the TEVT Institutions in Sindh for admission to the Diploma of Associate Engineering and Commerce Program for the first time.

Over the past years, role and importance of Human Resource around the globe has changed due to advancements in technology and changes in political, social and economic environment. Through the process of globalization variety of opportunities are created in the domestic and international market. The rapidly expanding global scenario requires a highly trained and skilled manpower.

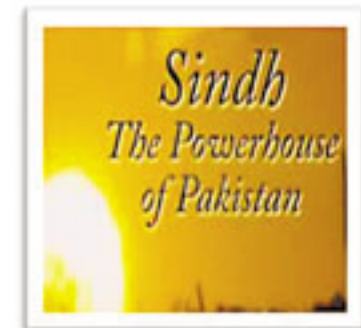
Reducing unemployment and poverty is the foremost challenge of the Governments in developing countries. The challenge can only be met by enhancing the skill level of Human Resource. The trained Human Resource can not only meet the rising demand of the local industry but can fill wide gaps of trained manpower in the developed world due to demographic shift.

Technical Education and Vocational Training (TEVT) is considered a major tool to control unemployment and poverty around the globe. However, unfortunately in our country the blue color employees not given appropriate social status. Therefore, the students who are leftover from the major streams of education join TEVT Institutions as a last option. Therefore, there is a greater need to change this perception and give a better acceptability and social status to the blue collar employees.

Through this message I have tried to highlight the importance of a blue collared employees domestically and abroad as a tool for reducing unemployment and poverty. Hence, contribute to overall individual economic empowerment and better economic scenario.

I shall request the younger generation and their parents to realize the importance of technical education and vocational training which around the globe is helping people to become self employed and earning a decent living.

**Abdul Wahid Uqaily**



## 1. INTRODUCTION

The twenty first Century presents new challenges for a radically transformed economy which is likely to have profound implications for the Technical Education and Vocational Training (TEVT). The TEVT system in Pakistan must adapt to the key features of emerging economic world order which includes Globalization and Information & Communication Technology (ICT) Revolution.

Globalization generates new demands, structures and systems requiring new skills and knowledge. In today's global economy driven by knowledge, the foremost wealth of a firm is its human capital. Therefore, the Economic Development of a country strongly depends on the level of Human Development which in turn depends on the level of technically trained manpower. Skilled manpower results in improved productivity for Industry. A country with wide ranging Industrial base generates greater employment opportunities and reduced un-employment and poverty. For optimum performance by Industry, productive work-force is needed to meet economic and social objectives.

Pakistan with a labor surplus economy, on one side has rapidly increasing unemployed youth while on the other end its public and private sector employers desperately look for technically educated and trained workforce. The shortage of skilled manpower is due to a mismatch between academic programs and market oriented skills and trainings. To meet these challenges, STEVTA, like global best practices, is attending to these issues through improving efficiency of TEVT administration and introducing market oriented academic programs, trainings, and developing industrial linkages.

## 2. HISTORY OF TEVT

At the time of Independence, Technical Education and Diploma courses were offered in the Engineering Colleges with total annual intake capacity of about 350 students in three main fields of Engineering (Civil, Electrical and Mechanical). In the Province of Sindh first Govt. polytechnic Institute, now known as Govt. College of Technology (GCT), Karachi was established in 1955 with the assistance of Ford Foundation, USA. Now, there is a widely spread net-work of Technical Education and Vocational Training (TEVT) institutions comprising of Polytechnic & Monotechnic Institutes, Vocational Schools and Institutes in the province.

In 2001, with the introduction of scheme of devolution of powers, most of the TEVT institutions were devolved to District Governments and City District Government, Karachi. However, due to lack of focus and effective controls under the District Governments, the TEVT institutions could not align to the federal and provincial policy framework. During this period, no major initiatives were taken for capacity building, infrastructure development and improvements of equipments and technologies of TEVT institutions resulting in decline in quality of training reduced enrolment. In Punjab, however, the TEVT institutions were not devolved to the District Governments and remained under the administrative control of Punjab TEVTA, which further consolidated the industrial base through skilled manpower. Similarly in the provinces of Baluchistan and N.W.F.P, TEVT Institutions were placed under respective TEVTAs.

In Sindh, TEVT administration until recently was being offered in a fragmented manner under three different streams of Education & Literacy, Labor and Social welfare Departments. Prior to formation of Sindh TEVTA, Education Department was controlling 182 institutions, Labour Department controlled 34 institutions, and Social Welfare Department controlled 34 institutions. All the three departments were performing overlapping functions, especially in the area of vocational training. Besides, the infrastructure of these institutions in terms of buildings, equipment & machinery and teaching faculty did not meet national and international standards. Resultantly, the trained manpower produced by these institutions was neither acceptable to local nor to international labor market due to proficiency gaps.

Keeping in view, the changing Domestic and International labor market requirements and in line with the scheme of reorganization of TEVT Institutions adopted by other provinces, Sindh Technical Education and Vocational Training Authority (STEVTA) has been established through STEVTA Ordinance, 2007 (Ordinance XVII of 2007) to streamline the Technical Education and Vocational Training in the province. In order to extend complete autonomy for reorganization and effective management, the policy making task has been entrusted to the STEVTA Board. The Board of STEVTA has been constituted from eminent professionals, public sector officials, representatives from Private Sector with representation from leading industries like Siemens Pakistan and Engro Chemicals besides representation from Chamber of Commerce and Industry. After the approval of the Sindh Cabinet in its meeting held on 28<sup>th</sup> February 2009, the administrative control of all TEVT Institutions has been entrusted to STEVTA.

#### **MISSION**

Employment through Skill

#### **VISION**

To develop qualitative workforce meeting local and international labor market needs by ensuring excellence in training through research & development, effective management and regulation of TEVT setup in the Province.

#### **OJECTIVES**

- Promote interest of youth of Sindh for Technical Education and Vocational Training
- Introduce market oriented trainings and programs
- Improve internal and external efficiency of TEVT Administration
- Improve Industrial linkages
- Develop modular based, flexible and demand driven curricula
- Improve teachers and other staff competencies through teacher trainings
- Establish centers of Excellence by improving present institutions

#### **Architecture Technology**



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#### **Architecture Technology**



## Auto Diesel Technology



### 3. PROGRAMS/COURSES

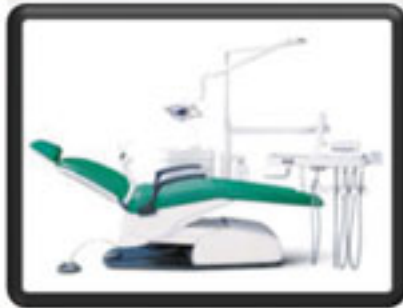
TEVT institutions in the province offer programs ranging from 4 years B. Tech degree to 3 months short certificate courses. For detail of programs and courses please visit our web site <http://www.stevta.gos.pk>.

S#	Program/Courses Category	Type of Institutions
1	Bachelor of Technology (B.Tech Pass/Hons')	Government Colleges of Technology
2	Bachelor of Science in Industrial Technology	Government Habib College of Technology, Shaheed Benazirabad
3	Diploma of Associate of Engineering (DAE)	Government Colleges of Technology / Polytechnics / Monotechnic
4	Diploma in Commerce (D.Com)/Certificate in Commerce (C.Com)	Government Commercial Training Institutes (GCTI) / Government College of Education in Commercial Practices (GCECP)
5	Technical School Certificate (TSC) / Matric Technical	Technical Schools / Government Vocational Institutes
6	Diploma in Information Technology / Certificate / Short Courses	Technical Training Centers (TTC) / Vocational Training Centers (VTC) / Social Welfare Training Institutes / G.C.T / G.P.I / G.M.I
7	Vocational Diploma / Certificates	Government Vocational Institutes / Schools

Industry largely depends on technicians for production, efficient maintenance and back-up support. An Associate Engineer can translate scientific knowledge for improved productivity. The Diploma of Associate Engineer awarded by Sindh Board of Technical Education is offered in 27 disciplines. It has been recognized by the Government as equivalent to Inter-Science (Pre-Engineering) for further studies purpose. Therefore, after successful completion of Diploma of Associate Engineering (D.A.E) course, students can either continue further Engineering Studies or get employment as Supervisors, Foremen, Sales Engineers, Shift Engineers, Sub-Engineers, Senior Draughtsman, Service Station Managers, Auto Engineers, Agricultural Overseers, Farm Managers, Junior Instructors, Workshop Superintendents etc.

Besides the technically trained manpower, the Industry requires services of Administrators, Managers, Accountants, Secretaries, Stenographers, Cashiers, Office / Accounts Assistants, Sales Representatives, and skilled, Computer Programmers / Operators, System Analysts etc. The demand in modern offices has shifted from *Typist or Stenographer to Computer Operator*. Command over different types of software is considered an additional qualification, which a person skilled in office automation must acquire. In our program for Diploma in Commerce, Computer Information Technology subjects have been included as per the needs and demand of modern time. The 2 years Diploma-in-Commerce (D.Com) is recognized as equivalent to Intermediate Commerce by all the Universities and Boards in Pakistan. This provides opportunity for further academic advancement to those possessing holders of Diploma in Commerce.

## Bio-Medical Technology



## 4. ADMISSION POLICY FOR DAE

### 4.1 ADMISSION PROCEDURE

The admissions shall be Centralized for each district. All candidates will specify their preference for technology and institution in the order of priority.

### 4.2 ALLOCATION OF SEATS

S#	Category	Percentage Seats
1	Open merit (District of Admission)	60% (10% for HSC pre-Engineering)
2	All Sindh Basis, including District of Admission (60% Rural & 40% Urban)	30% (10% for HSC Pre Engineering)
3	Reserved Seats	10%

#### Distribution of Reserved Seats (10%)

- Reciprocal basis/ Children of Defence personnels including 1% for disabled candidates 5%
- Real Sons/Daughters/ Sisters/Brothers of the staff of STEVTA 5%
- However the following no. of seats are reserved out of 05% under category (3a) above

#### Distribution of (a) above

- 50 seats for candidates belonging to Baluchistan (Makran Zone) in all TEVT Institutions in Sindh.
- 05 seats 02 for candidates of Azad Kashmir, 02 for candidates of FATA and 01 seat for the candidates of Northern Areas).

*Note:- Any reserved seat remaining UN-utilized will be merged into District-Based Open Merit Seats.*

## Civil Technology

### 4.3 MERIT ORDER

- i) Matric Technical Grade A-1 from Board of Technical Education.
- ii) Matric Science Grade A-1.
- iii) Matric Technical A Grade from Board of Technical Education.
- iv) Matric Science A Grade.
- v) Matric Technical B Grade from Board of Technical Education.
- vi) Matric Science B Grade.
- vii) Matric Technical C & D (minimum 45%) Grades from Board of Technical Education.
- viii) Matric Science C & D (minimum 45%) Grades.

**NB: In case of Tie marks in Matriculation / Intermediate, First preference will be given to those candidates who possess.**

- i) Higher marks in *English, Physics, Maths & Chemistry.*
- ii) Higher marks in pre-admission entry test.
- iii) Older in age.

### 4.4 AGE LIMIT

1. DAE (Morning/DSEP\*/SHMP\*) 22 years for Urban and 24 years for Rural Areas (Max Age)
2. DAE (SHEP\*) Minimum age 25 years.  
Maximum age 35 years.
3. Domicile /PRC (Relax-able up to 2 years by M.D. STEVTA & up to 1 year by DTE, Sindh)  
According to Allocation of Seats.

### 4.5 INDUSTRIAL EXPERIENCE

Minimum 3 years post Matric / Intermediate Industrial experience in the relevant field for admission to DAE course in evening shift on self Help Basis.

- \* SHMP = Self Help Morning Program
- \* SHEP = Self Help Evening Program
- \* DSEP = Double Shift Evening Program



## Textile Technologies



### 4.6 ENTRY QUALIFICATION

- i) Matric Technical / Matric Science
- ii) Intermediate Science (Pre-engineering)

### 4.7 IN-ELIGIBILITIES:

1. Matriculation in E Grade or less than 45% marks.
2. Failing in English / Physics / Chemistry and Maths in Matriculation / Intermediate.
3. Less than 45% in HSC Pre-Engineering.
4. Not within age brackets specified.
5. Failing in Pre-admission Entry Test.
6. Without 3 years Industrial / Field Experience for admission in Self Help Basis Evening Program.

### 5. PROCEDURE FOR SUBMISSION OF ADMISSION FORMS

Candidates applying for Admission may obtain Admission Form & Prospectus from Authorized Bank Branch specified by respective Institutions (where admission is desired) against payment of **Rs. 100/- (Rupees One Hundred only)** including bank charges (if any). Duly completed forms must be submitted to the respective Bank Branch along-with all academic certificates such as Matriculation / Intermediate Certificate, Mark sheet, Domicile, PRC & Experience Certificate for S.H.B.E.P.

### 6. PRE-ADMISSION ENTRY TEST

Pre-Admission test shall be compulsory for all candidates (Morning/Evening). Rs. 100/- Fee for Pre-Admission Entry Test will be payable at the time of submission of admission form. Candidates securing less than 40% marks in Entry Test shall be ineligible for admission.

### 7. PROCEDURE FOR ADMISSION AGAINST RESERVED SEATS

Candidates seeking admission on seats reserved for Other Provinces, Azad Kashmir / Northern Areas / FATA / Makran Division / Children of Defence Personnel must send applications through respective Technical Vocational Education Authority (TEVTA) Headquarters / Director of Technical Education / Section Officer (Estate & F.R. Division), Govt. of Pakistan / Secretary (Nomination Board) Muzafarabad, Azad Kashmir / Concerned Defence Headquarters.

## 8. DIS-QUALIFICATIONS

- i. Any attempt to directly or indirectly influence admission authorities.
- ii. If any entry in the application form is found to be incomplete or illegible.
- iii. Any alteration or manipulation in the Admission Form / Documents.
- iv. Parallel Admission in any other Educational Institution or Board.

## 9. MEDICAL EXAMINATION, DOCUMENT VERIFICATION & SCRUTINY

Selection of the candidates shall be subject to their Medical Fitness by the Medical Officer designated by the Institute. Medical Examination, Document Verification & Scrutiny Fee of **Rs. 250/-**, will be payable at the time of interview.

## 10. CHANGE OF TECHNOLOGY

No change of Technology will be allowed at any stage for any reason as the Curriculum contains Technology specific Workshops, Practical and subjects.

## 11. FULL / HALF FREESHIP (MORNING SHIFT REGULAR PROGRAM ONLY)

Fee concession of full and half free-ship in Tuition fee will be available for upto 10% of total enrolment. These Free-ships are awarded on yearly basis to the deserving students according to the existing government rules.

## 12. MERIT SCHOLARSHIP

Merit Scholarship may be awarded to the meritorious / deserving students as per policy approved by the Government of Sindh / STEVTA from time to time.

## 13. TIMING OF THE INSTITUTIONS:

<b>WORKING DAYS:</b>	8:30 a.m. to 2:00 p.m.	Morning Shift
	2:30 p.m to 8:00 p.m.	Evening Shift
<b>FRIDAYS:</b>	Timings are upto 12:15 p.m.	Morning Shift
	Timings are upto 3:15 to 7:00 p.m.	Evening Shift

## Computer Information Technology



## Electrical Technology



### 14. STUDENTS AFFAIRS

#### 14.1 Discipline:

Students are required to observe proper Institutional discipline within and outside the institutions. Any breach of discipline will render the students liable to expulsion. The Institutional Head / Discipline Committee shall be the final authority in matters pertaining to disciplinary action / expulsion, imposition of special fines, interpretation of rules and all such matters.

#### 14.2 Rules and Regulations:

Students are required to abide by rules and regulations in force in respective institutions. The decision of the Head of Institution / Committee regarding matters pertaining to students affairs will be final and binding on all concerned. The time table as well as academic Program of the institutions may be altered without assigning any reason at any time keeping in view the exigencies of the situation.

#### 14.3 Leave Rules:

Prior permission / sanction for Leave must be obtained from the concerned Head of the Institution or in his absence from respective HOD except in cases of emergency such as sickness etc. In case of illness, the Heads of Institutions may required a medical certificate from a registered medical practitioner. Leave, even if granted, will in not exempt the student from any test, examination or other specifically assigned task, workshop assignment or fulfillment of mandatory attendance requirement of the Board.

#### 14.4 Attendance Rules:

The students shall be liable to regular attendance checks. A weekly attendance report shall be submitted by the Institutional Heads to the Regional Director, STEVTA. The attendance for the purpose of minimum attendance requirement of Board shall be based on the report generated by STEVTA MIS as consolidated through weekly attendance reports. Admission of the students having less than 50% attendance for three consecutive months shall be terminated.

#### 14.5 Refund of Security Deposit:

Application for refund of Security deposit along-with clearance certificate should be made within one year from the date, a student discontinues his / her studies. Students failing to claim their refund within the prescribed time shall forfeit their claim.

#### 14.6 Books and Instruments:

Every student shall be required to purchase necessary books, instruments etc., at his / her own expenses. The list of the same can be obtained from the concerned subject teachers.

#### 14.7 Higher Education:

D.A.E. is equivalent to Intermediate (Pre-Engineering). Diploma holders are eligible to the following opportunities of further education:

- a) Bachelor of Technology (Pass / Honors)
- b) Bachelor of Engineering offered by Engineering Universities as per their respective policy.
- c) B.Sc (Industrial Tech.) / B.Sc / B.C.S / B.Com / B.B.A / B.P.A / B.A.
- d) Registration for A.M.I.E. (Pak) through the Institute of Engineers (Pakistan).

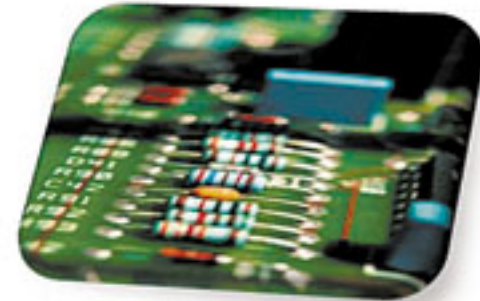
#### 14.8 Powers of the Head of Institution:

The Head of the institution on the recommendation of Discipline Committee shall have absolute powers to expel any student from the institute or reject his examination form on disciplinary grounds.

#### 14.9 Uniforms:

Wearing of prescribed uniform shall be compulsory. In addition students shall be required to wear protective clothing i.e., apron of grey / white color, (Boys) / (Girls) when working in workshops and laboratories as per institutions requirement.

#### Electronics Technology



## Food Preservation



## Garments



## 15. ASSESSMENT AND PROMOTION RULES-2009 OF SBTE

Assessment & Promotion Rules, formulated at joint meetings of Controllers of Examinations of Technical Boards of all four Provinces of Pakistan held on July 14-15 & August 19-20, 2008 conducted by the Sindh Board of Technical Education & subsequently approved at 45<sup>th</sup> meeting of Committee of Chairmen & Directors Technical Education (CCDTE) and 121<sup>st</sup> meeting of Inter Board Committee of Chairman (IBCC) held on August 30-31, 2008 and October 14-15, 2008 respectively.

### Definition:

- 1.1 Board Means the Board of Technical Education (Sindh, Punjab, NWFP and BISE Baluchistan)
- 1.2 Institute Means an Institute affiliated with the Board for offering Diploma of Associate Engineer Courses.
- 1.3 Principal Means the Head of the Institute affiliated with the Board.
- 1.4 Course Means a subject comprising theory and practical components or any one of them prescribed in the scheme of studies of particular Technology.
- 1.5 Scheme of Studies Means a table for each technology showing the code number of course, their names, the number of hours allocated per week to theory and practical and credit assigned thereto
- 1.6 Theory Means that part of course, which is based on cognitive abilities.
- 1.7 Practical Means that part of course which falls under psycho motor domain and involves all activities carried out in a laboratory, workshop or in the field. The concept of this expression has been extended to cover the practice of drawing design, calculation and visits to work, for which periods have been allocated in the scheme of studies.
- 1.8 Sessional Means the part of practical (assessed by the institute) i.e. the job sheets, design, projects and reports etc. completed within the period allocated for this purpose in the scheme of studies during an academic session.
- 1.9 Final Means the part of practical examination / Viva Voce conducted by an external examiner (appointed by the Board) for the marks allocated for this purpose in the scheme of studies.

### 15.1 GENERAL

- a. The Diploma of Associate Engineer Third Year Examinations will be held twice a year on annual basis on such dates and at such places as determined by the Board from time to time and will be opened to those candidates who are eligible to appear in these Examinations under the Promotion rules. As far as First & Second year are concerned the system now in-vogue in certain Board shall however continue.
- b. For eligibility to appear in the examination a candidate must have:
- i) Be duly enrolled in an institution affiliated with the Board.
  - ii) Been registered with the Board by the dates fixed by the board.
  - iii) Fulfilled the attendance requirement as laid down in rules.
  - iv) Satisfied the Principal of the institute of his/her conduct.
  - v) Satisfied the Principal about his/her satisfactory performance in the prescribed courses of study in term of assessment rules for the Institutional examinations.
- c. One contact hour of theory or three contact hours of practical carry one credit of 50 marks.

**Note:** The practical training will be considered as an independent course having no theory component for the purpose of attendance.

### 15.2 ASSESSMENT RULES

- 1 In order to pass theory components, a student must obtain at least 40% marks in the component.
- 2 In order to pass practical component / training a student must obtain 50% marks in sessional and final part of the component / training separately.
- 3 In order to pass a course it will be necessary to pass in theory and practical components of that course separately.
- 4 A candidate who has passed either theory or practical components of course will not require to re-appear in that component.
- 5 A candidate who has passed in sessional part of the practical component / training will not be required to repeat that part.
- 6 Theory examination will be conducted by the Board for 100% of the total marks assigned for theory components of that course.
- 7 Distribution of marks for the practical component / training will be as under:

### Instrumentation and Process Control Technology



## Mechanical



### i) Sessional Part:

50% marks will be assigned to the work done during the session including operations, jobs, practical, note books and internal tests etc. These marks will be duly vetted by the Head of Department and Principal of the Institution. Evaluation of sessional marks will be according to the following criteria.

a)	Attendance	20%
b)	Quiz Test	30%
c)	Assignment / Jobs / Note Books	50%

### ii) Final Part:

50% marks will be assigned to the final practical examination (to be conducted by the Board). For evaluation of marks, the practical subjects are divided into two groups i.e. category (A) and category (B) Evaluation procedure for these courses shall be as under: -

**Category 'A'** Shall comprise of those subjects having shop floor activity throughout the year including drawing subjects. Workshop Practice and Engg. Drawing projects estimates and visits etc. The external examiners will prepare comprehensive jobs; based on category "A" practicals and the students shall be assigned with the task. The examiner will evaluate the candidates through viva voce on this task.

**Category 'B'** Shall comprise of those subjects having demonstration / experimental activity e.g. Physics, Chemistry, Computer Application and Engineering Science, the external examiner will prepare an objectives type question paper based on the experiments done during the year and besides serving of this paper, practical shall be assigned to the candidates. External evaluation shall be based on the objective type paper (test) and experiment / practical to be carried out.

**Note:** Final practical examination will be conducted jointly by an external examiner (to be appointed by the Board) and an internal examiner (to be deputed by the Principal of the institute). The external examiner will award the marks. Division of marks will be as under: -

Job / Practical	50%
Procedure	25%
Viva Voce	25%

Absence for whatsoever reason from the examination as a whole or a part thereof will be considered as failure in the examination or the relevant course or courses.

### 15.3 PROMOTION RULES

#### a) First Year Class:

- (i) The students of first year student who fails to pass at least 2 (Two) Subjects of his / her Technology in the Annual Examination shall not be promoted to the next higher classes.
- (ii) A first year student who passes in atleast 2 (Two) Subjects of his / her technology in the 1<sup>st</sup> Annual Examination of that session shall be promoted to second year class. He / She will be allowed to appear in the forthcoming examinations in the failing subjects and that candidate has not pass his / her whole DAE (03 Year) course in the twelve consecutive examination. A candidate who does not clear / pass his / her Diploma within specified twelve number of chance, his / her registration will stand cancelled. A candidate who does not appear in any examination conducted by Board for any reason will loss his chance out of the twelve (12) prescribed consecutive chances from the date of his / her registration with retrospective effect viz. introduction of annual system 1996-1997.

#### b) Second Year Class:

A Second year student who fails to pass in any number of subjects of second year of his/ her technology in the annual examination of that session will be promoted to third year class and will be required to re-appear in the failing course in the forthcoming consecutive examinations.

#### d) Third Year Class

Third year student who has passed at least to 2 (Two) Subjects of 1<sup>st</sup> year and has completed the prescribed course of second year becomes eligible to appear in the 3<sup>rd</sup> year annual examination of his / her session. In case he / she fails in any number of subjects in the Annual Examinations, he / she shall have to pass all the falling subjects in the forthcoming consecutive specified chance.

#### e) Award of Diploma

The successful candidate will be placed under the following categories.

Sr. No.	Marks	Grade	Remarks
1	80% and above	A+	Excellent
2	70% or above & below 80%	A	V-Good
3	60% or above & below 70%	B	Good
4	50% or above & below 60%	C	Fair
5	40% or above & below 50%	D	Satisfactory

### Printing & Graphic Arts



### Mining



## Refrigeration & Air-conditioning



## Wood Work



### 15.4 ASSESSMENT RULES FOR INSTITUTIONAL EXAMINATION

- a. The institution will conduct one send up examination for the First, Second and Third year classes respectively at the end of the session.
- b. The Student has to appear in all the theory subjects of his / her technology and to show satisfactory performance.

### 15.5 ATTENDANCE RULES

- a. A candidate must have completed over all attendance of 75% in all subjects.
- b. The Principal may condone overall attendance up-to 10% shortage of attendance on the basis of genuine grounds produced before him / her for his / her satisfaction.
- c. (i) If a candidate is short of the required percentage of attendance at the time of submission of admission form and fee to the board but is likely to make up the shortage in due course of time, the Head of institution may send his admission form and fee provisionally to the board subject to confirmation when the candidate actually makes up the shortage. In case the candidate is unable to make up the shortage, the Principal of institutions shall withdraw his candidature by writing to the controller of examination not later than the 15<sup>th</sup> day before the commencement of the examination.  
(ii) The Principal will not send the Examination forms of the candidates having less than 65% attendance.
- d. No examination form or fee shall be accepted unless it is routed through the Principal concerned.
- e. Attendance shall be counted on the basis of total number of contact hours, Theory and Practical, for which the classes were actually held during an academic session.
- f. If a candidate is officially sent to take part in same extracurricular activities, his / her percentage of attendance will be counted on the basis of total attendance including the lessons / practicals missed during the authorized absence.
- g. The detailed record of attendance shall be produced for inspection to the Board or on inspection of senior officer as and when required.

### 15.6 SPECIAL CHANCE

No special chance shall be given to any candidate under any circumstance after he / she has availed the prescribed total number of twelve (12) chances from the date of his / her registration.

### 15.7 ADMISSION TO ANOTHER DIPLOMA COURSES / TECHNOLOGY

After having qualified for the award of Diploma of Associate Engineer in one Technology, admission for second Diploma in another Course / Technology not allowed in regular program.

### 15.8 IMPROVEMENT OF DIVISION / GRADE

- i) A student of DAE can improve his / her grade / division / marks within one year after passing DAE examination.
- ii) He / She will be allowed to re-appear in maximum any 03 (Three) subjects of his / her choice (theory components only) from whole course of DAE for improvement of division / marks.
- iii) In case a student does not improve the marks in any of the three subjects his / her old postings will be carried out.
- iv) If a student wants to reappear in more than three (03) subjects. He / She has to reappear in all the subjects of his / her technology (only theory components)

### 15.9 GRACE MARKS POLICY

The Grace Marks will be awarded to only those candidates who have already appeared in Third (3<sup>rd</sup>) Year Examination.

- i) Grace marks will be reduced from 1% to 0.5%
- ii) 0.5% marks will be calculated excluding Practical / Sessional marks on the basis of aggregate marks of 1<sup>st</sup>, 2<sup>nd</sup> & Third year of each Technology.
- iii) Grace Marks as above will not be awarded in more than Two Subjects.
- iv) Not more than six (06) Grace marks will be awarded in the one subject.
- v) Grace marks will not be awarded in Practicals.
- vi) Grace marks will not be awarded to those candidates who are improving Marks / Grade / Division.



## 16. FEES STRUCTURE(MORNING/DSP AND SFP / SHBEP)

S.#	FEES HEADS / SUB HEADS	MORNING / DSP (in Rupees)	EVENING SHIFT (in Rupees)
1.	Admission Fees (at the time of Admission)	75.00	100.00
2.	Tuition Fee (Per annum)	600.00	--
	Training Charges (Per annum)	--	6,000.00
3.	Identity Card fee (at the time of Admission)	10.00	10.00
4.	Security Deposit (Refundable) (at the time of Admission)	200.00	200.00
5.	College / Institute Development Funds (at the time of admission)	225.00	225.00
6.	Lab. Equipment / Raw Material Fee (per annum)	600.00	700.00
7.	Medical Fee (First Aid) (per annum)	50.00	85.00
8.	Institute Examination Fees (per annum)	50.00	85.00
9.	Gymkhana / Sports (per annum)	50.00	85.00
10.	Computer Repair and Maintenance fees (per annum)	300.00	400.00
11.	PTA(now) Institute Management Committee funds (per annum)	300.00	--
12.	Utilities Service Charges (per annum)	50.00	50.00
13.	Library Fees (per annum)	50.00	50.00
GRAND TOTAL: ( At the time of Admission)		<b>2,560.00</b>	<b>7,990.00</b>
GRAND TOTAL DURING 2 <sup>ND</sup> YEAR		<b>2,050.00</b>	<b>7,455.00</b>
GRAND TOTAL DURING 3 <sup>RD</sup> YEAR		<b>2,050.00</b>	<b>7,455.00</b>

Additional charges will be payable by the students in respect of Transportation, Canteen, Uniform etc. (depending on the facilities provided by the Institution)

*All the fees are payable to the institution before the commencement of Academic Year.*

### **OTHER CHARGES**

1. Duplicate Identity Card Rs. 20.00
2. Provisional Certificate Rs. 50.00
3. Appearance Certificate Rs. 25.00
4. Other certificates such as Bonafide / Character etc. Rs. 25.00
5. Registration & Examination fees (As prescribed by the Sindh Board of Technical Education.)

### Telecommunication



### Watch & Instrumentation



**17. NUMBER OF SEATS (PER TECHNOLOGY) & LIST OF INSTITUTES:**

S#	Program	No. of Seats
1	Morning Regular Program	40
2	Self Help Morning Program (SHMP)	10
3	Double Shift Evening Program (DSEP)	40
4	Self Help Evening Program (SHEP)	50

S.#	INSTITUTIONS	(Morning Shift)	(Double Shift)	Self Help Basis Evening Program
01	02	03	04	05
01	GOVT. COLLEGE OF TECHNOLOGY, SITE, KARACHI	Auto Diesel	Auto & Diesel	Auto Diesel
		Civil	Civil	Civil
		Electrical	Electrical	Electrical
		Mechanical	Mechanical	Mechanical
		Electronics	Electronics	Electronics
		Chemical	---	Chemical
		Power	Power	Power
		Refrigeration & Air-conditioning	Refrigeration & Air-conditioning	Refrigeration & Air-conditioning
		Watch & Instrumentation	---	---
		Tex. Weaving	---	Tex. Weaving
		Tex. Spinning	---	Tex. Spinning
		---	---	Architecture*
		---	---	Computer Information Tech.
---	---	Petroleum Technology*		
---	---	Telecommunication*		
---	---	Tex. Dyeing & Printing*		
02	GOVT. COLLEGE OF TECHNOLOGY, HYDERABAD	Auto Diesel	Auto Diesel	---
		Civil	---	Civil
		Electrical	---	Electrical
		Mechanical	Mechanical	Mechanical
		Chemical	Chemical	---
		Electronics	---	Electronics
		---	---	Computer Information Tech.

01	02	03	04	05
03	GOVT. COLLEGE OF TECHNOLOGY, KHAIRPUR	Civil	---	Civil
		Electrical	---	Electrical
		Mechanical	---	Mechanical
		Auto & Farm	---	---
		Refrigeration & Air- Conditioning	---	---
		---	---	Computer Information Tech.
		---	---	Petroleum Technology*
04	GOVT. HABIB COLLEGE OF TECHNOLOGY, NAWABSHAH (Shaheed Benzirabad)	Chemical	Chemical	---
		Electrical	Electrical	---
		Mechanical	Mechanical	---
05	Govt. Saifee Eide Zahabi Institute of Technology, North Nazimabad Block-G, Karachi	Civil	---	Civil
		Electrical	---	Electrical
		Mechanical	---	Mechanical
		Telecommunication	---	Telecommunication
06	Govt. Jamia Millia Polytechnic Institute, Malir City, Karachi	Civil	---	Civil
		Electronics	---	Electronics
		Bio Medical	---	Bio Medical
		Instrumentation & Process Control	---	Instrumentation & Process Control
		---	---	Computer Information Technology
07	Pakistani Swedish Institute of Technology, Quaidabad Landhi, Karachi	Electrical	---	Electrical
		Mechanical	---	Mechanical
		Garment	---	Garment
		Printing & Graphic Arts	---	Printing & Graphic Arts
08	Govt. Polytechnic Institute for Boys, Lyari, Karachi	Auto Diesel	---	Auto Diesel
		Refrigeration & Air- conditioning	---	Refrigeration & Air- conditioning
		---	---	Computer Information Tech.
		---	---	Mechanical *
09.	Govt. Polytechnic Institute, Thatta	Mechanical	---	---
		Electronics	---	---

01	02	03	04	05
10	Govt. Polytechnic Institute, Dadu	Civil	Civil	---
		Electrical	Electrical	---
11	Govt. Polytechnic Institute, Mehar	Auto Diesel	---	---
		Civil	---	---
12	Govt. Polytechnic Institute, Mirpurkhas	Civil	Civil	---
		Electrical	Electrical	---
13	Govt. Polytechnic Institute, Sanghar	Civil	---	---
		Electrical	---	---
14	Govt. Polytechnic Institute, Badin	Electrical	---	---
		Mechanical	---	---
		Petroleum	---	---
15	Govt. Polytechnic Institute, Matiari	Civil	---	---
		Electronics	---	---
16	Govt. Polytechnic Institute (Boys), Sukkur	Civil	---	---
		Electrical	---	Electrical
		Mechanical	---	---
		Electronics	Electronics	Electronics
17	Govt. Polytechnic Institute, Ghotki	Auto Diesel	---	---
		Civil	---	Civil
		---	---	Mechanical*
18	Govt. Polytechnic Institute, Larkano	Civil	---	Civil
		Electrical	---	Electrical
		Mechanical	---	---
		Telecommunication	---	---
19	Govt. Monotechnic Institute, Shikarpur	Refrigeration & Air-conditioning	---	---
		---	---	Electrical*
20	Govt. Polytechnic Institute, Mithi	Electrical	---	---
		Mining	---	---

01	02	03	04	05
21.	Govt. Polytechnic Institute, Jacobabad	Civil	---	Civil
		Electrical	---	Electrical
		Mechanical	---	Mechanical
22	Govt. Polytechnic Institute (Women), Kariamabad, Karachi	Garment	---	---
		Electronics	----	---
		Architecture	---	---
		Secretarial	---	---
		Food Preservation	---	---
		---	---	Computer Information Tech.
23	Govt. Polytechnic Institute (Women), Korangi, Karachi	---	---	Garment
		---	---	Electronics
24	Govt. Polytechnic Institute (Women), Landhi, Karachi	---	---	Garment
		---	---	Electronics
25.	Govt. Polytechnic Institute (Women), Malir Colony, Karachi	---	---	Garments
		---	---	Electronics
		---	---	Computer Information Tech.
		---	---	---
26	Govt. Polytechnic Institute (Women), Latifabad, Hyderabad	Garment	---	---
		Electronics	---	---
		Computer Information	---	Computer Information Tech.
27	Govt. Polytechnic Institute (Women), Sukkur	Garment	---	---
		Electronics	---	---
		Secretarial	---	---
28	Govt. Monotechnic Institute, Landhi Korangi Karachi	Textile Dyeing & Printing	---	Textile Dyeing & Printing
		---	---	Textile Spinning*
		---	---	Textile Weaving*
		---	---	Computer Information Tech.
29	Govt. Monotechnic Institute, New Karachi	Computer Information Tech.	---	Computer Information Tech.
		---	---	Electronics*

01	02	03	04	05
30	Govt. Monotechnic Institute, Orangi Town Sector 11 Karachi	Computer Information	---	Computer Information Tech.
		---	---	Electronics*
31	Govt. Monotechnic Institute, Baldia Town, Karachi	---	---	Auto Diesel
32	Govt. Monotechnic Institute, Asu Goth, Karachi	Refrigeration & Air-conditioning	---	Refrigeration & Air-conditioning
		---	---	Computer Information Tech.
		---	---	Electronics*
33	Govt. Monotechnic Institute, F.B. Area, Karachi	Electronics	---	Electronics
		---	---	Computer Information Tech.
34	Govt. Monotechnic Institute, Malir Colony, Karachi	Computer Information	---	Computer Information Tech.
		---	---	Telecommunication Tech.*
35	Govt. Monotechnic Institute, Gulistan-e-Jauhar, Karachi	Electronics	---	Electronics
		---	---	Computer Information Tech.
36	Govt. Monotechnic Institute, Memon Goth, Karachi	Civil	---	Civil
37	Govt. Monotechnic Institute, Orangi Town Sector 7C Karachi	Textile Dyeing & Printing	---	Textile Dyeing & Printing
		---	---	Computer Information Tech.
38	Govt. Monotechnic Institute, Korangi Sector 51A Karachi	Mechanical	---	Mechanical
		---	---	Electrical*
39	Govt. Monotechnic Institute, Sango Lane, Karachi	Telecommunication	---	Telecommunication
40	Govt. Monotechnic Institute, Razzaqabad, Karachi	Computer Information Tech.	---	Computer Information Tech.
41	Govt. Monotechnic Institute, Latifabad Khohsar Hyderabad	Mechanical	---	Mechanical
		---	---	Computer Information Tech.

01	02	03	04	05
42	Govt. Monotechnic Institute, Pretabad Hyderabad	Refrigeration & Air-conditioning	---	---
43	Govt. Monotechnic Institute, Tando Jam	Sugar Technology	---	---
		---	---	Mechanical*
44	Govt. Monotechnic Institute, Sehwan	Mechanical	---	---
45	Govt. Monotechnic Institute, Tando Allahyar	Civil	---	---
46	Govt. Monotechnic Institute, Tando Muhammad Khan	Electronics	---	---
47	Govt. Monotechnic Institute, Mirpur Bathoro	Civil	---	---
48	Govt. Monotechnic Institute, Matli	Civil	---	---
49	Govt. Monotechnic Institute, Tando Bago	Chemical	---	---
50	Govt. Monotechnic Institute, Tando Adam	Electronics	---	---
51	Govt. Monotechnic Institute, Shahdadpur	Civil	---	---
52	Govt. Monotechnic Institute, Khipro	Sugar Technology	---	---
53	Govt. Monotechnic Institute, Hala	Computer Information Tech.	---	---
54	Govt. Monotechnic Institute, Thari Mirwah	Chemical	---	Chemical
55	Govt. Monotechnic Institute, Faiz Gung	Civil	---	Civil
57	Govt. Monotechnic Institute, Sakrand	Civil	---	---
58	Govt. Monotechnic Institute, Naushero Feroze	Electrical	---	Electrical
59	Govt. Monotechnic Institute, Padidan	Civil	---	Civil
60	Govt. Monotechnic Institute, Kandiaro	Civil	---	Civil
61	Govt. Monotechnic Institute, Dharki	Electrical	---	Electrical
62	Govt. Monotechnic Institute, Rato Dero	Electronics	---	---
63	Govt. Monotechnic Institute, Shahdadkot	Electronics	---	---
64	Govt. Monotechnic Institute, Kamber Ali Khan	Electrical	---	---
65	Govt. Monotechnic Institute, Warah	Computer Information Tech.	---	---
66	Govt. Monotechnic Institute, Ghari Yaseen	Civil	---	---
67	Govt. Monotechnic Institute, Umerkot	Civil	---	---
68	Govt. Monotechnic Institute, Kandhkot	Mechanical	---	---
69	Govt. Monotechnic Institute, Pano Akil	Mechanical	---	---
70	Govt. Monotechnic Institute, Mirpur Mathelo	Chemical	---	---

\* Subject to Final Decision.

**UNDERTAKING ON RS. 10/- COURT STAMP PAPER**

I \_\_\_\_\_ S/o D/o \_\_\_\_\_ a Candidate for admission in \_\_\_\_\_ class of class of \_\_\_\_\_ hereby undertake, if admitted to abide by the following:

1. That I shall not indulge in politics.
2. That in case I indulge in politics violating the above undertaking, I will be expelled from the college/institute with out any further notice:

Place: \_\_\_\_\_ Signature of the applicant  
Date: \_\_\_\_\_ In presence of \_\_\_\_\_

Witness No. 1  
Signature with official seal  
Name & address \_\_\_\_\_  
\_\_\_\_\_

Witness No. 1  
Signature with official seal  
Name & address \_\_\_\_\_  
\_\_\_\_\_

COUNTERSIGNED  
PRINCIPAL

**DECLARATION**

I \_\_\_\_\_ of \_\_\_\_\_ S/o D/o \_\_\_\_\_ adult, Resident of \_\_\_\_\_  
\_\_\_\_\_ Religion Islam, father of \_\_\_\_\_ class of \_\_\_\_\_  
\_\_\_\_\_

**(Name of College/Institute)**

Do hereby state on solemn affirmation that abide my-self response to the declaration signed by my son/daughter submitted as above to the college by him.

**Signature of Parents of the Candidates**

Solemnly affirmed and accepted before me this \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_\_ by Mr./Ms. \_\_\_\_\_ Identified by Mr./Ms. \_\_\_\_\_ who is personally know to me.

Seal  
Dated \_\_\_\_\_

**Signature of the**

**Oath Commissioner**

**NOTE:THE SELECTED CANDIDATES HAVE TO SUBMIT THIS FORM AT THE TIME OF INTERVIEW.**

**18. ADMISSION FOR DIPLOMA IN COMMERCE (ELIGIBILITY FOR ADMISSION)**

**a) Minimum Qualification:**

Matric or Equivalent Qualification.

**b) Age:**

Minimum: 15 Years

Maximum: 22 Years as on 31-08-2009.

(Relax-able up-to 2 Years in case of Rural/Under developed area) by M.D. STEVTA

**c) Domicile:**

Admission on Open Merit, students possessing Domicile and PRC of Sindh Province.

**19. MERIT ORDER**

Admission is granted according to merit determined by the Central Admission Committee on the basis of Percentage of Marks obtained, in Matric / Intermediate. In case of tie, the candidate older in age will be given preference.

**20. GENERAL RULES**

Otherwise than the specifically mentioned rules, General Rules including Attendance Promotion Rules are applicable for Diploma of Associate Engineering.

**21. NUMBER OF MAXIMUM SEATS IN EACH INSTITUTE**

S#	Name of institutes	Maximum Intake Capacity	
		Morning	Evening/Short Course
1.	Govt. Institute of Commercial Education, Azizabad# 02, Karachi	150	200
2.	Govt. Commercial Training Institute, Saudabad, Urdu Nagar, Malir, Karachi	100	--
3.	Govt. Commercial Training Institute, Lyari, Karachi	100	--
4.	Govt. College of Education in Commercial Practices, 11½ Orangi Town, Karachi	100	--
5.	Govt. College of Education in Commercial Practices, Gulistan-e-Jauhar, Karachi.	100	--
6.	Govt. Commercial Training Institute, Latifabad, Hyderabad	100	--
7.	Govt. Commercial Training Institute, Thatta	50	--
8.	Govt. Commercial Training Institute, Sanghar	50	--
9.	Govt. Commercial Training Institute, Badin	50	--
10.	Govt. Commercial Training Institute, Dadu	50	--
11.	Govt. Commercial Training Institute, Mirpur Khas	50	--
12.	Govt. Commercial Training Institute, Sukkur	50	--
13.	Govt. Commercial Training Institute, Nawabshah (Benazirabad)	50	--
14.	Govt. Commercial Training Institute, Larkana	50	--
15.	Govt. Commercial Training Institute, Jacobabad	50	--
16.	Govt. Commercial Training Institute, Shikarpur	50	--
17.	Govt. College of Education in Commercial Practices, Qasimabad, Hyderabad	50	40
18.	Govt. College of Education in Commercial Practice, Mehar	50	--
19.	Govt. College of Education in Commercial Practice, Sajawal	50	--
20.	Govt. College of Education in Commercial Practice, Badin	50	--
21.	Govt. College of Education in Commercial Practice, Umerkot	50	--
22.	Govt. College of Education in Commercial Practice, Mithi	50	--
23.	Govt. College of Education in Commercial Practice, Tando Adam	50	--
24.	Govt. College of Education in Commercial Practice, Rohri	50	--
25.	Govt. College of Education in Commercial Practice, Ghotki	50	--
26.	Govt. College of Education in Commercial Practice, Thari Mirwah	50	--
27.	Govt. College of Education in Commercial Practice, Pir Jo Goth	50	--
28.	Govt. College of Education in Commercial Practice, Kazi Ahmed	50	--
29.	Govt. College of Education in Commercial Practice, Naushero Feroze	50	--
30.	Govt. College of Education in Commercial Practice, Kandiaro	50	--
31.	Govt. College of Education in Commercial Practice, Miro Khan	50	--
32.	Govt. College of Education in Commercial Practice, Shahdadkot	50	--
33.	Govt. College of Education in Commercial Practice, Ghari Yaseen at Lakhi	50	--
34.	Govt. College of Education in Commercial Practice, KandhKot	50	--
35.	Govt. College of Education in Commercial Practice, Khipro	50	--
36.	Govt. College of Education in Commercial Practice, Hala	50	--
37.	Govt. College of Education in Commercial Practice, Sehwan	50	--

\* Subject to final Decision

**22. FEES AND FUND TO BE RECOVERED FROM STUDENT**

<b>S#</b>	<b>Particulars / Head of Fees &amp; Funds</b>	<b>Amount (in Rupees)</b>	<b>Recovery Period</b>
1.	Admission Fees	50.00	Once in 2 Years
2.	Tuition Fees	200.00	Per Year
3.	Internal Examination Fund	40.00	Per Year
4.	Sports Fund	50.00	Per Year
5.	Institute Development Fund	100.00	Per Year
6.	Security Deposit (Refundable)	100.00	Once in 2 Years
7.	College Identity Card	10.00	Per Year
8.	CMC / IMC (Old P.T.A)	150.00	Per Year
9.	Library Books	50.00	Per Year
10.	Utilities Service Charges	50.00	Per Year
11.	Repair & Maintenance of Computers	300.00	Per Year
12.	Scrutiny of Documents	100.00	Once in 2 years
13.	Verification of Marks Sheet from concerned Board	100.00	Once in 2 Years
<b>Total fee for First Year</b>		<b>1300.00</b>	
<b>Fee for Second Year</b>		<b>950.00</b>	

Note: Fees & Funds will be deposited into College relevant Bank Account through Pay orders.

In addition to above Fees & Funds, the students will have to pay the registration Fees, Examination Fees and Certificates Fees of SBTE, as fixed by the Sindh Board of Technical Education, Karachi.

**23. SUBMISSION OF FORM:**

Prescribed admission form is attached with the prospectus. The prospectus can be obtained from the concerned *branch of Bank/Principal after payment of prescribed fee*. The form should be filled in clearly, neatly and overwriting and erasing must be avoided otherwise the form may be rejected. Below noted documents must be attached with the admission form and submitted to the concerned Principal according to the scheduled date given in the advertisement, appearing in the Newspaper.

**DECLARATION**

I, \_\_\_\_\_ S/o, D/o \_\_\_\_\_ adult, Resident of \_\_\_\_\_  
\_\_\_\_\_ Religion Islam, father of \_\_\_\_\_ Class of \_\_\_\_\_

**(Name of College)**

Do hereby state on solemn affirmation that abide my-self response to the declaration signed by my son/daughter submitted as above to the college by him.

*Signature of Parents of the Candidates*

Solemnly affirmed and accepted before me this \_\_\_\_\_ day of \_\_\_\_\_ 200

By Mr. / Mrs. \_\_\_\_\_ Identified by Mr. / Mrs. \_\_\_\_\_ Who Is personally Known to me.

Seal

Dated \_\_\_\_\_

**Signature of the Oath Commissioner**

**NOTE: THE SELECTED CANDIDATES HAVE TO SUBMIT THIS FORM AT THE TIME OF INTERVIEW.**

*On court stamp paper of Rs.20.00*

**DECLARATION  
OF FATHER / GUARDIAN**

I, (Father of Student) \_\_\_\_\_, S/o \_\_\_\_\_ (Father / Guardian) certify that my Son / Daughter / Ward \_\_\_\_\_ is submitting this application for admission to Diploma in Commerce Part-I / II (Morning / Evening Shift) with my knowledge and consent. In case he is selected for admission, I hereby give the following undertaking:

1. My son / Daughter / Ward will behave, inside and outside the class room in such a manner that he will not give any cause of complaint to the teachers or fellow students or Office Staff Members.
2. I will make good the damages and losses caused by my Son / Daughter / Ward to any property of the Institute.
3. My Son / Daughter / Ward will abide by all the standing orders in-force and as amended from time to time.
4. My total annual income is Rs. \_\_\_\_\_.
5. My Son / Daughter / Ward will attend the classes punctually and regularly and attendance percentage in an academic session will not be less than 80% of the lectures delivered. I will attend the College Management Committee meetings and enquire about my Son / Daughter / Ward monthly progress report from the Institute.
6. I especially do hereby solemnly declare that it is in my knowledge that my Son / Daughter / Ward have been admitted in Morning / Evening Shift. I assure you Sir that he will attend the classes in Morning / Evening Shift continuously for 10 days without any intimation, his name will be struck off from Attendance Register. I or my Son / Daughter / Ward will have no claim what so ever. However, his re-admission may be considered by the Disciplinary Committee. He can be re-admitted on the recommendations of the Disciplinary Committee, after payment of re-admission fees and completion of other formalities as suggested by the Disciplinary Committee.

\_\_\_\_\_  
**Signature of Father / Guardian**

I do hereby solemnly declare that the particulars given above are correct to the best of my knowledge and belief. I also accept as binding on me all the rules and regulations in forced from time to time. I clearly understand that any active concealment of facts is liable to cancellation of my admission and any other punishment, at any stage.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Candidate**



**Sindh Technical Education and Vocational Training Authority**

3<sup>rd</sup> Floor, State life Building# 3, Dr. Ziauddin Ahmed Road, Karachi

Phone: 9201005-7 Fax No. 9201004

Email: [stevta.gos@gmail.com](mailto:stevta.gos@gmail.com)