



Sindh Technical Education & Vocational Training Authority (STEVTA) Government of Sindh



STANDARD OPERATING PROCEDURE (SOP) Admissions in 2-Years DCOM Programme Academic Session 2016-17

A. ANNOUNCEMENT OF ADMISSIONS

Admissions for the 2-Years DCOM Academic Session 2016-17 will be announced on Sunday, August 07, 2016 through local newspapers of English, Urdu and Sindhi.

B. OPEN HOUSE WEEK

- All institutions offering 2-Years DCOM programme shall remain open from **August 08 - August 13, 2016** to welcome prospective Candidates and/or their Parents / Guardian for visiting facilities at the institutions and seek guidance for Admission.
- The Head of Institute shall put on display various projects made by past and current students to inspire and motivate prospective Candidates and/or their Parents / Guardian to seek admission in Sindh TEVTA institutes.
- The Head of Institute shall put on display the following helpline numbers and website in all prominent places in the institute and on the Admission Help Desk:

National Testing Service +92 (51) 844-4441 www.nts.org.pk Timings: 09:00 AM to 08:00 PM (Monday to Saturday)			
Emergency Services Helpline			
Sindh Police Madadgar 15	Pakistan Rangers 1101	Ambulance Service 115	Fire Brigade Service 16

C. ADMISSION PROCEDURE

- Candidate shall obtain and submit Admission Forms from **August 15 - September 10, 2016** during institute office timing (8:00 AM – 2:00 PM) from any Sindh TEVTA institutes offering 2-Years DCOM programme.
- Candidate shall obtain the Admission Package (including Prospectus, Admission Form, Deposit slip, Return Envelope) on cash payment of **Rs. 200/-** from the Institute only. The Prospectus will contain a Deposit slip and Admission Form bearing the same number, which will be used for reference in future.
- The Registrar will maintain an official register (Academic Session 2016-17) and make a record of each Admission pack sold & receiving of payments and submit for Audit in both hardcopy and Electronic format.



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- iv. The Registrar is responsible for issuing the Admission pack and receiving the Admission Form, and required documents. On receipt of **Rs. 200/-**, the Registrar will ensure:

1) DCOM Admission Form

- a) All mandatory entries are filled in the Admission Form.
- b) One photograph is affixed on the Admission Form.
- c) The Admission Form is duly verified and stamped by the Registrar.
- d) The Undertaking is provided on a judicial bond / stamp paper of Rs.20/- and duly attested by a First Class Magistrate (in compliance with the orders of the Supreme Court of Pakistan in Human Rights case, 1992).

2) Deposit Slip

- a) Fill in Complete Details (i.e. Form No, Current Date, Institute Name, Candidate's Name, Father's Name and CNIC # / B-Form #) on both the Candidate Copy and Institute Copy of the Deposit slip.
 - b) Ensure that the Candidate verify the information before signing the both copies of the Deposit slip.
 - c) Sign and stamp with the official Institute stamp on the designated space on the Deposit Slip.
 - d) Put an entry in the Official DCOM Admission Academic Session 2016-17 register and Candidate signs it accordingly.
 - e) Retain the Institute copy of the Deposit slip.
 - f) Issue Candidate copy to the Candidate.
- v. At the time of submission of Admission Form by the Candidate, the Registrar is responsible to verify the desired Documents and Forms.
- vi. The Head of Institute shall forward to NTS the (1) Detailed list of Candidates (containing Candidate Name, Father's Name, CNIC / B-Form, Contact Number, Deposit slip number), and (2) Bank Pay order for the amount of Admission Package sold (@ **Rs. 200/-** per package) sold to the following address:

NATIONAL TESTING SERVICE PAKISTAN
C-32/II/I, KDA Scheme #1, Karsaz Road, Karachi
Phone: +92 (21) 345-46928, +92 (21) 345-46932

- vii. The Head of Institute shall forward the required documents and information as mentioned in point (vi) to NTS by **September 12, 2016 (Monday)**.
- viii. The duly verified Admission Form with required documents will be retained by the Institute.
- ix. To requisition additional Admission Packages, the Institute will submit a request to NTS (in written on Institute letterhead only) and to the Focal Person (electronic format only) on the Requisition Form shown below:

Items	Quantity
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Admission Package Received from NTS	XXXX
Admission Package Sold	XXXX
Admission Package Remaining	XXXX
Admission Form Received	XXXX
Requirement for more Admission Package	XXXX

- x. The additional Admission Packages will be dispatched by NTS, only after confirming the receipt of:
- a) Detailed list of Candidates (containing Candidate Name, Father's Name, CNIC / B-Form, Contact Number, Deposit slip number)
 - b) Bank pay order of the Admission Package sold
- xi. The Institute is liable to submit the following Admission Package details, in written and electronic format, to the Focal Person by **Monday, September 19, 2016**:

Items	Quantity
1) Admission Package received from NTS	XXXX
2) Admission Package sold	XXXX
3) Forms Received from the Candidate	XXXX
i) Form Accepted	XXXX
ii) Form rejected by Institute due to the any reason	XXXX
4) Admission Package sold, but not submitted by the Candidate	XXXX
5) Unsold Admission Package Returned to NTS	XXXX

- xii. In the case of any discrepancies, the Head of Institute is responsible to inform the Focal Person immediately by official letter and in electronic copy.

F. PROCEDURE FOR UP-GRADATION OF CANDIDATES

- i. After last date for deposit of fee for 1st Merit List on **October 15, 2016**, the successful Candidates will be adjusted / upgraded as per their choice / preference on Merit by the Institute.
- ii. After adjustment / up-gradation of admitted Candidates, if there are any vacant seats available, the Institute will forward the data to the concerned Regional Directorate and forward an electronic copy to the Director (A&T), Sindh TEVTA HQ, Karachi by **October 15, 2016**.
- iii. The remaining Candidates who are not offered admission shall be required to submit "Request Form" in the respective Institutes where they had originally applied for admission. The data of Request Forms shall be forwarded by the Institutes to the concerned Regional Director. The Regional Director shall consider the Claim cases against vacant seats and forward its adjustment proposals to the respective Institutes by **October 19, 2016**.
- iv. Institute will seek approval for up-gradation of Candidates from the concerned Regional Director only.



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- v. After closing of the admission process on **October 20, 2016**, the Regional Director will forward the complete Admission data of Academic Session 2016-17 by **October 21, 2016**, in electronic format, in the format prescribed by to Director (A&T) at Sindh TEVTA HQ Karachi, for maintaining and updating the Student Database.
- vi. The Final Merit List will be forwarded to the Director (A&T) for uploading on the Sindh TEVTA website by **October 24, 2016**.
- vii. Provisional selection of Candidates will be subject to verification of Documents from concerned Board of Education or certificate issuing authority by the Candidate. However, **Rs. 300/-** will be paid by Candidate at the time of admission for Document Scrutiny fee / services provided by Institute / Regional Directorate / A&T Department, Sindh TEVTA HQ.

G. **ROLE & RESPONSIBILITIES**

NATIONAL TESTING SERVICE PAKISTAN

- i. The printing and distribution of Admission Package to the institute will be undertaken by NTS.
- ii. NTS will launch a Social Media Campaign (e.g. SMS, Newspaper WhatsApp groups, NTS Facebook groups) for Admission into the 2-Years DCOM Academic session 2016-17.
- iii. NTS will develop the student database for the preparation of the Merit lists.

SINDH TEVTA

a) **A&T DEPARTMENT, SINDH TEVTA HQ**

- i. The A&T Department is responsible for the complete Admission activities in Sindh TEVTA.
- ii. The Director (A&T) will approve and submit the Admission Notice to be advertised in leading and local Newspapers (i.e. English, Urdu, and Sindhi).
- iii. The Director (A&T) shall designate a Focal Person who will liaison between the Sindh TEVTA and NTS.
- iv. The Focal Person will forward the Institute-wise requirement of the Admission Package to NTS, after receiving the requisition from the Regional Directorates one month prior to start of Admission activities.
- v. The Director (A&T) shall notify the vigilance committees for Admission for each region.
- vi. Sindh TEVTA will display the 1st Merit List through its website on **October 08, 2016**. The 2nd Merit List by **October 17, 2016**. And the Final Merit List on **October 24, 2016**.



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b) REGIONAL DIRECTORATE

- i. The Regional Directorate is responsible for all Admission activities at the regional level.
- ii. The Regional Director will provide up-to-date admission updates to the Focal Person on the first day of every week by electronic format only.
- iii. The Regional Directorate will support the Institute in any and all of their query.
- iv. The Regional Director is responsible for issuance of Age relaxation certificate (from 2 years up to 7 years only) for prospective Candidate after completing all codal formalities.
- v. The Regional Director will notify the Regional Directorate Admission team to deal with all Admission related queries on the regional level.

c) INSTITUTE

- i. The Institute is responsible for all Admission activities at the Institute level and will report to the Regional Director on all admission related matters.
- ii. Admission activities such as, but not limited to:
 - a. Providing the Academic Package requisition data to the Regional Director, at least one month before the start of Admission activities.
 - b. Organizing the Admission media campaign within the vicinity of the institute, be it independent or in collaboration of other nearby Sindh TEVTA institutes.
 - c. Posting of Admission notices in and nearby vicinity of the institute.
 - d. Organizing the Open House week in the institute.
 - e. Setting up an Admission Help Desk for dealing with prospective Candidates and / or their Parents / Guarding queries and issues.
 - f. Ensuring that adequate security arrangements have been made in the institute for the safety of all staff, students and visitors during the admission process and commencing of classes.
 - g. Issuing Age relaxation certificate (up to 2 years only) for prospective Candidate after completing all codal formalities.
 - h. The requisition, receiving and dispatching of the Academic Package is the responsibility of the Head of Institute only.
- iii. The Registrar is responsible for the issuance of Admission Package and recording each sale in the official DCOM Academic Session 2016-17 register.



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- iv. The Head of Institute will display the 1st Merit List on their Notice Board on **October 08, 2016**. The 2nd Merit List by **October 17, 2016**. And the Final Merit List on **October 24, 2016**.

H. ADMISSION ACTIVITY SCHEDULE FOR DCOM

Activities	Date
Advertisement for Admission	August 07, 2016 (Sunday)
Open House Week	August 08, 2016 (Monday) – August 13, 2016 (Saturday)
Last date for submission of Admission Forms	September 10, 2016 (Saturday)
Display of Merit List	October 8, 2016 (Saturday)
Date of Fee Deposit (1 st Merit)	October 8, 2016 (Saturday) - October 15, 2016 (Saturday)
Last date of deposit of fee (1 st Merit)	October 15, 2016 (Saturday)
Commencement of Classes	October 17, 2016 (Monday)