



STANDARD OPERATING PROCEDURES (SOPs) For the Admissions in 2-Year Diploma in Commerce (D. Com) ACADEMIC SESSION 2021-22

A. OPEN HOUSE:

All institutions offering 2-year D. Com shall remain open during Open house shall be arranged from **5th October, 2020 (08:30 am to 05:00 pm)** to welcome prospective candidates and their parents for visiting facilities at the institutions and seek guidance for Admission.

B. ADMISSION PROCEDURE:

Candidates shall obtain and submit Admission Forms from **October 5th -to-October 29th, 2021** from any Government Institute of Business & Commercial Studies, all over the province.

- I. Candidates shall obtain Admission Package: (including Prospectus, Admission form, Registration Form and deposit slip Free of Cost) from STEVTA Web Site: <http://www.stevta.gos.pk> OR Obtain Admission Package from Respective Institutes.
- II. The Candidate may be facilitated only in issuance of form of Admission from all Sindh TEVTA Commercial Institutions where D. com is being offered while candidate may submit forms to the desired institute in the opted City/District.
- III. The registrar / clerks are responsible for issuing admission Forms, and record keeping of Admission.
- IV. Institute shall maintain record / register of sale of Admission Package and Candidates files and keep verified Admission Forms of all candidates with documents annexed.
- V. The Head of Institute is responsible to send all Registration Forms along-with list of candidates to the Regional Directorate STEVTA Concerned.

C. ROLE & RESPONSIBILITIES OF ADMISSION COMMITTEE(S)

1) INSTITUTE ADMISSION COMMITTEE(S)

Government Institute of Business & Commercial Education (GIBCE)

SN	Composition	Position
01	Chairman (1)	Principal/Head of Institute
02	Member / Secretary (1)	Registrar / Admin Officer /Senior Secretarial Staff Member
03	Members (1)	Teaching Faculty

2) TERMS AND REFERENCES (TORS) FOR COMMITTEES:

- I. Admission Committee shall ensure Documentation on prescribed format prepared by the Directorate of Academics & Training STEVTA HQ Karachi (**Institute's Forms A&B given below**) Scrutiny of Documents & appropriate record keeping.
- II. Admission Committee shall ensure the Merit Order as per Admission Policy.
- III. Admission committee shall confirm the Merit order of Candidates and display on the Notice Board along-with waiting list (if any) and allocate seats with respect to D Com Group, as per intake capacity.
- IV. The Convener & Principal of the Institute Admission Committee shall forward the Comprehensive Merit List and final Merit List to the region and Admission Cell STEVTA HQ Karachi (Both in Soft & Hard Copies).
- V. Principal/ Head of Institute is **solely responsible for any violation of the SOPs/ Admission Policy.**

INSTITUTE FORM

INSTITUTE FORM

Name of Institute _____				District _____		Region _____			
S#	Form No.	Date of Issuance	Name of Candidate	Father Name	CNIC/B Form No	Admission Category (Open Merit/All sindh Reserved)	Group	Date of Form Returned	REMARKS

3) GUIDELINES:

- All application forms along with documents should be verified and signed by the committee.
- Proper filing of admission forms and relevant documents should be ensured.
- The application cases should be scrutinized on the basis of Eligibility criteria of Admission such as:
 - a) Admission Category.
 - b) Entry Qualification
 - c) Age Bracket
 - d) Required Documents
 - e) Affidavit /Undertaking
- Merit of Candidates should be assessed as per Merit Assessment Criteria.
- Documentation of Admission means, “Filing of Admission Forms, Registration Forms, Data Compilation and Record Maintenance of each Admission case on daily basis”.
- All the Registration Forms shall be forwarded to the Respective Regional Directorates.

D. MERIT ASSESSMENT CRITERIA

- **Entry Qualification:**
 - i. Secondary School Certificate (SSC) /Matric or Equivalent
- **Age**
 - i. For Regular 2- Year D. Com(Minimum 15 Maximum 25 Years)
(Morning & Double Shift Program)

Age May be Relaxed
 2-Year by Principal of Respective Institutes
 5-Year Regional Director of Respective Regional Directorate STEVTA.
- **Merit Order: (Higher Grades / Percentage %)**
 - i. **Grade-A-1** (80 % and above %)
 - ii. **Grade-A** (70 % to 79.99 %)
 - iii. **Grade B** (60 % to 69.99 %)
 - iv. **Grade C** (50 % to 59.99 %)
 - v. **Grade D** (40 % to 59.99 %)
- **In case of Tie in Merit**
 - i. In case of Tie of Grades / Percentage of candidates in Matric , the preference shall be given to the
 - a. **Candidate who is older in age in same batch.**
 - b. **Candidate have Additional Computer Literacy**

E REGIONAL ADMISSION COMMITTEE(S)

The composition of Regional Admission Committees (RACs) shall be as under:

S.No.	Committee Members	Status
01	Regional Director STEVTA (Respective Region)	Chairman/Chairperson
02	Senior Associate Professor/Assistant Professor	Member
03	Deputy Director (A&T/E&C) STEVTA HQ Karachi	Member
04	Deputy Director /Assistant Director Academics & Training (Respective Region)	Member/Secretary
05	Assistant Manager (CC&PC) Respective Region	Member

Terms of References (TORs)

- i. **To ensure Monitoring of Admission Activities:**
Open House, Front Desk Facility, Forms Issuance and Submission Candidate Support Facilities provided by the Institutes, Vocational Counseling, Admission Campaign status and Record Keeping of every Institute of respective region.
- ii. **To ensure Admission Complaints Handling:**
Regional Committee shall establish a **Complaint Cell**, in the respective Region for Admission process to register complaints for transparency of Admissions on Merit. Regional Admission Committee has to ensure the smooth admission Process and facilitate Regional Institutes by handling complains pertaining with Admission. The Regional Head of Each STEVTA Region is solely responsible if any complain remains un-addressed and the transparency of admissions challenged.
- iii. **To Confirm Transparency & Merit Regarding Admission, as per Admission Policy & allocated Seats:**
The Regional Admission Committee shall confirm the Merit furnished by the Institutes as per allocation of Seats.
- IV. **To ensure Reporting of Admissions:**
Admission Committee Collect Daily Status Reports on prescribed formats (**Regional Form given below**) and shall forward to the Focal Person, Admission Cell STEVTA HQ Karachi.
- V. **To Ensure the Admission Policy in Institution:**
The Regional Director concerned is to ensure the Admission Policy in the Institution and he is **solely responsible for any violation of Admission policy/SOPs.**

REGIONAL FORM

REGIONAL FORM									
S #	Region	District	Institute	No of Student Applied	No of Forms Received Category Wise				Remarks
					Open Merit	All Sindh	Reserved	Total	

F. PROCEDURE FOR UP-GRADATION OF CANDIDATES

- After last date for deposit of fee for 1st merit, the admitted candidates will be allocated in their choice / preferred Group on merit **by the institute.**
- After adjustment of admitted candidates, the 2nd merit list will be issued for available vacant positions only **by the institute.**
- After issuance of the Final Merit List by Institute, the candidate(s) those who were not offered admission, shall be required to submit **“Request Form”** in the respective institute where they had applied actually for admission. The Data of Request Forms shall be forwarded by the Institutes to

the concerned Regional Director STEVTA. The RD Office shall consider the claim cases against vacant seats and forward its adjustment proposals to the respective institutes as per merit order.

4. After completion of Admission process, the RD Office will provide complete Admission Data till **16th November, 2020**, in electronic form (Soft Copy) to the Admission Cell, Academics & Training Department Sindh TEVTA HQ Karachi, on prescribed format for updating the Database.
5. Provisional Selection of candidates will be actualized subject to verification of Documents from concerned Board of Education or certificate issuing body by the candidate. However **Rs. 100/-** will be paid by candidate at the time of Admission for Document Scrutiny Fee / services provided by institute / RD office / A&T Department, Sindh TEVTA HQ.

G. ADMISSION ACTIVITY SCHEDULE FOR 2-Year D. Com

Start of Admission & Open-House From	October 5th, 2021
Last date for submission of Admission Forms	October 29th, 2021
Display of Merit & Waiting List	October 29 , 2021
Commencement of Classes	November 1 th , 2021

ACADEMICS & TRAINING
STEVTA HQ KARACHI

Appendix:

1. Prospectus 2020-21
2. Admission Form & Registration Form
3. Fee Structure for D. Com
4. List of recommended CBT Courses for GIBCEs

FEE STRUCTURE

S. #	Proposed Fee Heads	Morning Program		DSP (Evening Program)	
		1st Year	2nd Year	1st Year	2nd Year
1	Admission Fee	50	--	50	--
2	Tuition Fee	200	200	200	200
3	Computerised Identity Card fee	50	50	50	50
4	Security Deposit (Refundable)	100	--	100	--
5	Institute Development Fund	100	100	100	100
6	Sports Fund	50	50	50	50
7	Computer Lab Fund	100	100	100	100
8	Institute Management Committee Funds (ex PTA Funds)	100	100	100	100
9	Utilities Service Charges	50	50	50	50
10	Library Fund	50	50	50	50
11	Institute Affiliation / Registration Fee	100	--	100	--
12	Medical Fund (First Aid)	50	50	50	50
Total Fee		1000	750	1000	750

NB:

- a. Fee & Funds will only be deposited through Pay Order into the respective GIB&CE Bank Account.
- b. All Fees/Funds are payable to the institution before the commencement of Academic Year.
- c. Other Charges as follows:

i. Duplicate Identity Card	Rs. 50/-
ii. Provisional Certificate	Rs. 100/-
iii. Appearance Certificate	Rs. 100/-
iv. Other certificates (Bonafide / Character)	Rs. 100/-

SBTE Student Registration & Examination Fee

(As prescribed by the SBTE)