



Employment through Skill

Sindh Technical Education & Vocational Training Authority
(STEVTA)

Government of Sindh



PROSPECTUS 2022-23

2-YEAR DIPLOMA IN COMMERCE (D. COM) & Commercial Education Programmes

ACCOUNTING

BANKING

SALES MANSHIP

INSURANCE

SECRETARIAL PRACTICES / SHORTHAND





SALEEM RAZA JALBANI
Chairperson STEVTA

It is an admitted fact that the unemployment and poverty is the foremost challenge of the country, whereas, the rapid development in the technologies and skills have re-shaped the world of work. Accordingly, several windows in the local and international labour market have opened for skilled workmen enhancing the demand & scope of skilled work force. In fact, the competitive environment demands the high-skilled workforce and confidently I can say that Sindh TEVTA having the experienced faculties and the infrastructure is equipping the thousands of youth of the Province with employable and competency based skills to fulfil the employment needs of the industry, contributed in lowering the unemployment and add value to uplift the socio economic development in the Province in particular and the country in general of Pakistan glimpse



Dr Mustafa Suhag PSS
Managing Director
STEVTA

In the existing socioeconomic conditions, especially the poverty & unemployment outbreak due to pandemic situation has realised the nations to equipped, themselves with survival skills to be developed for the economic wellbeing of the country that largely depends upon the level of human resources development and mainly on the level of technically trained labour especially the middle career management. Our country supposedly is considered as a labour surplus economy with a dilemma that a number of unemployed youth increasing day in and day out. On the other side of the problem public and private sector, enterprises and employers have been desperately looking for a technically educated and trained workforce. The shortage of skilled labour can be attributed to a mismatch between academic curricula, market-oriented skills and lack of the capability of our technical institution to produce such workforce. To encounter these challenges, Sindh TEVTA is feeling obliged to attend the best global practices, intends to coup up these issues through improving efficiency of TVET administration and introducing market oriented academic programs, trainings and developing industrial linkages.

It is a matter of fact that globally Technical Education and Vocational Training (TEVT) is considered to be a major source of reducing unemployment and poverty. But it is also a world-wide trend that people prefer formal education as their first choice and join TVET as their last option. There is greater need to change this perception, encourage, and promote technical and vocational training. Sindh TEVTA is committed to increase the awareness level to attract more of our youth towards Technical Education and Vocational Training. This is being done by envisaging to improve our academic programs, strengthening institutional infrastructure, ensuring the transparency in admission process and imparting quality education and training.

STEVTA believe on support & services for TVET aspirant, that would be enhanced during Admissions specially the tail effect of pandemic situations to make admission process a one-window operation so that the access of youth from different strata including poor communities of Sindh province in TVET sector be ensured with equity. STEVTA has have been incorporating the modern training deliveries and trends of the world and will continue with two-fold efforts.

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IMPORTANCE OF COMMERCIAL EDUCATION:

According to numerous scholars, philanthropist, the life itself is a big schooling and there is no age fixed for learning thus no one is too old to learn but what necessary, is the willingness to learn. Infarct, the knowledge could be acquired at maximum once the eyes to be utilised with proper curiosity and desire. Knowledge is like a vast, unfathomable ocean.

Education may be liberal or it may be special. In the existing educational setup, there are three faculties in higher education namely arts, commerce and science. Generally, Young people, now-a-days, are guided by lucrative aims desiring to earn money and become rich while, very few students aspire for knowledge for the sake of knowledge, the aim for the older generations. Business education offers good prospects for the ambitious person, therefore, many of them join commerce colleges/institute for taking admission in commerce aiming of getting good and immediate jobs.

Economic activities and aims dominate the minds of modern men. Business, commerce and industries are important branches of economic activities, whereas, the Industries are said to be the backbone of national economy.

Commerce is at the moment a promising subject as a whole. In the present day world, almost every human activity is related with economy, whether in the shape of trade, industry, commerce and banking. Any concern which has transaction of money, a commerce graduate has his footing there.

Secondly, the related fields of commerce are many and varied. Science, in spite of its expanding scope, is yet limited in providing jobs to the teeming millions. The scope of science subjects is all the more limited in backward countries like Pakistan. The Humanities subjects are also not very promising from the professional point of view, whereas, the Arts subjects appear to have lost their worth from earning point of view.

In view of above stated facts, it may be said that commerce graduates have somewhat better prospects in Pakistan. The Technical Education and Vocational Training Authority is offering not only technical education and vocational training but also 2-year Diploma in Commerce in different disciplines in its institutions spread all over the province for which is equivalent to Intermediate in Accounting, Banking, Finance, Insurance, Secretarial and Salesmanship as the job market needs adequate, efficient and fully trained office, economics and business managers. Therefore, the Commercial Education is equally important for the youth of our province in particular for socio economic development and sustainability in terms of rapid employment opportunities including future progression in career. **The** Commercial Education provides our youth both theoretical and practical aspects of all matters relating to commerce, business administration and, of course, office management as per the requirements. It also covers professional courses like costing, budgeting, marketing, income tax practice and opportunities to the future professionals to acquire higher studies as well.

2.1

SCOPE OF DIPLOMA IN COMMERCE (D.COM)

The economic development mechanism of a country is based upon three fields, i.e. commerce, industry and agriculture. The complete success in these fields can be achieved with the help of efficient, educated and properly trained Business / Office managers. The field of business / office management and commerce requires the services of administrators, managers, accountants, secretaries, Junior Executives, and sales managers/ Executives. There is a dearth of these qualified and trained professionals in our society / corporate sector. Diploma in Commerce (D. Com) is equivalent to Intermediate (Commerce), is filling the gap/shortage presently, the relevant sector is experiencing.

2.2 **GROUPS OF DIPLOMA IN COMMERCE (D.COM)**

The candidate is at liberty to choose anyone of the following groups for having the two years Diploma in Commerce

- (1) **Financial Accounting**
- (2) **Office Secretarial Practices (Stenography)**
- (3) **Banking**
- (4) **Insurance**
- (4) **Salesmanship**

OR from E-Commerce Related Courses as per eligibility Criteria of Courses;

2.3 **COMPETENCY BASED TRAINING & ASSESSMENT COURSES**

- E-Commerce
- Computerized Accounting
- Auto CAD
- Graphic Design & Arts
- Computer Operator
- IT Office Assistant
- Web Designing & Development
- Customer Service & Sales Assistant.
- Supply Chain Management
- Internet of Things (IoT) & Hardware & Software Development
- Free Lancing (Amazon, Fiver etc)

3. **STUDENTS AFFAIRS**

3.1 **Disciplines**

The Students of Diploma in Commerce are actually the future professionals in the relevant areas; hence, they are required to maintain the proper discipline in the institutions. Any breach of discipline will render the future professional liable to expulsion after due course of procedure. The Principal of the Institute / Disciplinary Committee or as the case maybe shall be the final authority in the matters pertaining to disciplinary action / expulsion, imposition of special fines.

3.2 **Rules and Regulations**

The Students/ Future Professionals are required to abide-by rules and regulations in force. The timetable as well as Academic Programmes of the institute can be adjusted at anytime as per requirement/need without assigning any reason..

3.3 **Leave Rules**

Prior permission for Leave shall be required to be obtained from the concerned Head of Institute/Head of Department except in cases of any emergency, such as, sickness etc. subject to produce medical certificate from a registered medical practitioner. Leave, even if granted, shall not be exempted from any test, examination or other specific task, workshop assignment or fulfilment of mandatory attendance required by the Sindh Board of Technical Education (SBTE).

3.4 **Attendance Rules**

The Students / future professionals shall be liable to maintain regular attendance. The Head of Institute will submit Attendance Report weekly to the Regional Director, Sindh TEVTA. Less than 75% attendance shall make the student/ future professional liable to termination/ not allowed to enter in examination as per SBTE attendance promotion rule.

3.5 **Books Bank and Instruments**

Every Student / Future Professional shall be required to purchase necessary books, stationery and instruments at his / her own expenses. The list of books shall be obtained from the concerned subject faculty. Reference books and lending facility would be available in library of the respective Institutes.

3.6 **Uniform/Dressing Code**

Students / Future Professional are required to wear the prescribed uniform/ strictly observe dressing code.

3.7 **Refund of Security Deposit**

Application for refund of security deposit along-with clearance certificate maybe submitted within one year from the date the Student / future professional discontinues/ passed out his / her education. The claim shall not be entertained if not claimed within the prescribed limit..

3.8 **Full / Half Free-Ship (Morning Shift only)**

Fee concession of half and full Free-ship in Tuition fee will be available upto 10% of total enrolment for the deserving / meritorious students/ future professionals according to rules.

4. **ADMISSION POLICY / PROCEDURE**

Admission shall be offered on merit /policy basis at respective Institutes.

4.1 **Eligibility**

Secondary School Certificate (SSC) / Technical School Certificate (TSC)/ **or** equivalent
Certificates with minimum 33% Marks.

4.2 **Merit Order**

Admission is granted on merit/ seats allocation basis. In case of tie, the candidate older in age shall be given preference.

4.3 **Career Counselling**

A Career Counselling Sections have been established in all the institutions comprising senior faculty members which guide the students to choose appropriate group of courses according to the interest of the student.

5. **ADMISSION POLICY / PROCEDURE**

5.1 **Eligibility**

- ✓ Admission shall be offered on merit / quota / allocation basis.
- ✓ Secondary School Certificate (SSC) /Matric **or** Equivalent with minimum 33% Marks.
- ✓ Age minimum 15 years and maximum 25 years

5.2 **Ineligibility**

- Less than 33% marks in SSC/ Matric or Equivalent
- Failed in any Subject of SSC/ Matric or Equivalent
- Not within the Age brackets as specified above.
- **Over-age or failure in submitting** Age Relaxation Certificate at the time of Admission.

5.3 **Disqualification**

- Any attempt to exert influence / intimidate directly or indirectly for getting Admission.
- In case of any entry found incomplete or illegible in the Admission Form.
- Any alteration or manipulation in the Admission Form / Documents.
- Parallel admission in any other educational institutions or Boards, in the same shift of program.

NB: To promote equity & provide access to education, girls are allowed to take admissions as per merit / policy

6. **ADMISSION PROCESS**

6.1 **Purchase & Submission Of Admission Forms**

Candidate/Future Professional has to obtain the Admission Package from STEVTA Web portal www.stevta.gos.pk OR on Cash Payment of Rs 100 from any Commercial Institute /-. The Application Form dully filled-in shall be submitted in the respective institutes within due date. No form will be accepted after due date.

6.2 **Documents Scrutiny & Verification by the Institute**

The Provisional Selection of candidates/ Future Professionals will be subject to verification of Documents from the respective Boards of Education or Certificate issuing authority. The cost incurred on the verification of certificate(s) will be borne by the candidate/future professional at his end. However, Rs. 100/- will be paid by the candidate/ future professional at the time of admission for Document Scrutiny fee / services provided by the Institute during the admission process.

6.3 Powers For Relaxation In Upper Age Limit

Age relaxation up to	Programme	Responsibility
Upto 2-year	Morning/Evening Program	Head of respective Institute
Upto 5-year	Morning/ Evening Program	Regional Director, STEVTA

NB: Overage candidates should submit Age Relaxation Certificate at the time of submission of Admission Form.

6.4 Merit Order

Admission is granted as per allocation according to merit determined by the Institute Admission Committee on the basis of Percentage of Marks obtained in Secondary School Certificate (SSC) / Matric or equivalent. In case of tie, the candidate older in age shall be given preference in admission.

6.5 FULL / HALF FREE-SHIP

Fee concession of full and half Free-ship in Tuition fee will be available for upto 10% of total enrolment for the deserving / meritorious students/ future professionals according to the existing government rules.

7. LOCATION OF GOVT. INSTITUTES OF BUSINESS IN COMMERCIAL EDUCATION (GIBCE)

S. NO.	Name of Institute	No. of Seats		S. NO.	Name of Institute	No. of seats	
		Mor	Eve			Mor	Eve
1	GIBCE Azizabad	150	200	2	Lyari	100	--
3	GIBCE Malir	100	--	4	GIBCE Sector 11 ½ Orangi Town	50	--
5	GIBCE Gulistan-e-Johar			6	GIBCE Badin	50	--
7	GIBCE Dadu	50		8	GIBCE Latifabad	100	--
9	GIBCE Mehar	50		10	GIBCE Sehwan Sharif	50	--
11	GIBCE Qasimabad	50		12	GIBCE Hala	50	--
13	GIBCE Tando Allah Yar	50		14	GIBCE Gharo	50	--
15	GIBCE Mirpur Bathoro	50		16	GIBCE Thatta	50	--
17	GIBCE Sujawal	50		18	GIBCE Kazi Ahmed	50	--
19	GIBCE Nawabshah	50		20	GIBCE Ghotki	50	--
21	GIBCE Khairpur	50		22	GIBCE Pir-Jo-Goth	50	--
23	GIBCE ThariMirwah	50		24	GIBCE Kandiaro	50	--
25	GIBCE Naushahro Feroze	50		26	GIBCE Rohri	50	--
27	GIBCE Sukkur	50		28	GIBCE Jacobabad	50	--
29	GIBCE Miro Khan	50		30	GIBCE Shahdad Kot	50	--
31	GIBCE Kandh Kot	50		32	GIBCE Larkana	50	--
33	GIBCE Lakhi	50		34	GIBCE Shikarpur	50	--
35	GIBCE Digri	50		36	GIBCE Mirpurkhas	50	--
37	Tando Adam	50		38	GIBCE Khipro	50	--
39	Sanghar	50		40	GIBCE Mithi	50	--
41	Umerkot	50					

8 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:

- Fee & Funds will only be deposited through Pay Order/Challan into the Bank Accounts of respective GIB&CE.
- All Fees/Funds are payable to the institution before the commencement of the Academic Year.
- Other Charges are as under;**
 - Duplicate Identity Card Rs. 100/-
 - Provisional Certificate Rs. 100/-
 - Appearance Certificate Rs. 100/-
 - Other certificates (Bonafide / Character) Rs. 100/-
 - SBTE Student Registration & Examination Fee as prescribed by the SBTE

09 ADMISSION SCHEDULE

Activities	Schedule (2022-2023)
Vocational Guidance started	18 August, 2022 (Thursday)
Advertisement / Admission Announcement	21 August, 2022 (Sunday)
Open House Activities shall start from	22 August, 2022 (Monday)
Last date for submission of Admission Forms	19 September, 2022 (Monday)
Date of Merit List to be displayed	20 th September, 2022 (Tuesday)
Last date of Fee Deposit	20 th September, 2022 (Tuesday)
Orientation & Commencement of Classes	21 th September, 2022 (Wednesday)

10. TIMINGS OF THE CLASSES

- TIMING IN CASE PANDEMIC SOPs: AS PRESCRIBED BY GOVERNMENT OF SINDH**
- NORMAL DAYS CLASS TIMING**

Working Days	Contact Hour Period duration	No. of periods	Morning Timing	Evening Time
Monday to Saturday	45 Minutes	07	8:30 AM - 1:45 PM	2:00 PM - 7:15 PM
Friday		06	8:30 AM - 1:00 PM	2:30 PM - 7:00 PM

11 **SCHEME OF STUDIES 2-YEAR DIPLOMA IN COMMERCE (D.COM) PART I & II APPROVED BY THE SINDH BOARD OF TECHNICAL EDUCATION**

1	Accounts Group	Compulsory Subjects for all groups	English, Urdu, Sindhi, Islamic Studies	English, Urdu, Sindhi, Pakistan Studies
		Supporting Subjects	Business IT-I Principal of Banking Principal of Commerce	Business IT-II Principal of Economics Principal of Communication
		Specialization	Financial Accounting-I Business Maths & Statistic	Financial Accounting-II Applied Accounting Manual / Computerized based
2	Secretarial Group	Supporting Subjects	Business IT/English/Urdu Typing Financial Accounting-I Principal of Commerce	Business IT-II/ Business IT-I, Principal of Commerce Communication Skills
		Specialization	English / Urdu Shorthand-I	English / Urdu Shorthand-II Computerized based Correspondence
3-5	Banking, Insurance & Salesmanship	Supporting Subjects	Business IT-I Financial Accounting-I Principal of Commerce	Business IT-II/ Principal of Economics Communication Skills
		Specialization for Banking	Principal of Banking Currency & Finance	Financial Accounting-II E. Banking
		Supporting for Insurance	Risk Insurance Insurance Practice	Business Environment Insurance Practice-II
		Specialization for Salesmanship	Principal of Salesmanship Principal of Marketing	Entrepreneurship Advertisement

12 **EXAMINATION BODY**

12.1 **Sindh Board of Technical Education**

13 **JOB OPPORTUNITIES**

13.1 Job/ Placement - Accounts Clerk/ Cashier/ Accounts Assistant/Operator/ Steno/ Stenographer/ Personal Assistant/ Private Secretary/Salesman/Sales Representative in Government Departments/Organizations, Public/ Private Companies/ Multi-national Companies/ Organizations/ Banks/ Financial Institutions/ Insurance Companies/ Industrial Organizations/ Departmental Stores/ Airlines etc.

14 **HIGHER EDUCATION OPPORTUNITIES**

14.1 Graduation & Post-graduation in the disciplines of - B. Com/ M. Com, BBA/MBA, BA/MA, ICMA/CA

15 **FUTURE PROGRAMS**

- 1-Year Chinese Language Program
- 1-Year Occupational Health & Safety (OHS) Diploma Program
- 1-Year Diploma in Computer & Business Management (DCBM)
- 2-Year Diploma in Business Administration (DBA)
- 2-Year Diploma in Project Management
- B.B.A / B.Com

16. **GENERAL INSTRUCTIONS FOR A CANDIDATE/ FUTURE PROFESSIONAL**

- ✓ Please fill in the Admission Form neatly and carefully in your own handwriting.
- ✓ Please fill in your "category" as per status of Domicile / P. R. C.
- ✓ Please attach undertakings/ AFFIDAVIT (given in Admission Form) on the Stamp Paper costing Rs. 50/-.
- ✓ Photocopy of Admission Form is not acceptable.
- ✓ Attach the attested copies of all the following Documents / Certificates (in duplicate)::
- ✓ College Leaving Certificate, if applicable.
- ✓ Matriculation Certificate showing the date of birth (Original / Provisional).
- ✓ Marks Sheet of HSC Matric (Technical / Science) Examination or equivalent from the relevant Board.
- ✓ Six recent photographs duly attested.
- ✓ Domicile Certificate of Candidate or Father's (showing Candidate's Name) and PRC.
- ✓ Hafiz-e-Quran Certificate, if applicable.
- ✓ Migration Certificate (if applicable).