SINDH BOARD OF TECHNICAL EDUCATION
ST-22, BLOCK-6, GULSHAN-E-IQBAL, UNIVERSITY ROAD, KARACHI
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No.SBTE/CH/2024/ 38 Dated: 17 - 12 - 2024

NOTIFICATION

STANDARD OPERATING PROCEDURE (SOP) FOR DIRECT ADMISSIONS IN DAE 2ND YEAR

It has been observed that during the processing of the Direct Admissions in DAE 2nd year, some difficulties and problems arises and to resolve those issues, it is a dire need to revise the SOP. Therefore, the following amendments are made to the existing SOP from the session 2025.

Responsibilities of SBTE & Institute

1. Institute must be affiliated in DAE program with the Sindh Board of Technical Education in relevant technology
2. **HSSC (Pre-Engineering, Pre-Medical & Computer Science)** will be eligible for admission into direct 2nd Year DAE.
3. Exemption of already passed successfully completed courses will be allowed in the following six disciplines:

a. Civil	**b. Electrical**	**c. Mechanical**
d. Computer Information	**e. Electronics**	**f. Software**

4. Candidates from Private Sector Institutions for Morning & Evening Shift are also allowed with the condition that, atleast 20 students in each technology are registered/ admitted. In Double shift/ Self Help or Self Finance program, student may not exceed 50 per class in each technology.
5. Public & Private sector institution class 50 students class allowed in each technology in both Morning & Evening shifts. As per policy, SBTE will not conduct an Exam for class enrolment less than 10 in any technology.
6. At the time of submission of the Registration Form, the concerned Public & Private institute must submit time table along with the number of teachers who will be available for the teaching of Technical Courses other than 2nd & 3rd year.
7. The institute should submit form and obtain registration card within one month of the admission.
8. The IT Branch will generate the coding with the Registration number of the students.
9. A separate tabulation Register and Mark Sheet according to scheme of studies will be prepared by IT Branch.
10. The average marks policy will be adopted as per the international standard for exempted courses/subjects (Theory/ Practical separately)
11. Initially, all the DAE 2nd year students (Direct admission scheme) will be controlled and entertained through SBTE head office i.e Karachi (Their Exemption, Registration and Examination record shall be maintained at the Head office
12. SBTE will conduct 3 Exams of students (non exempted subjects) in the two years separately. Sequence of exam is as under :-
    I. 2nd year (alongwith the regular candidates)
    II. 1st year (as special exam before one month of next 3rd year)
    III. 3rd year (alongwith the regular candidates)

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General SOP

1. Each candidate must obtain a CREDIT TRANSFER/ COURSE EXEMPTION CERTIFICATE from the Board on the prescribed application form (Annex-A) which is also available on the website) before applying for registration, the candidate will have to pay the prescribed fee. Existing fee is (Rs.2060/-). The **Credit Transfer**
2. The candidate shall submit an application to the Controller of Examinations for CT/CEC duly signed and stamped by the Institute Principal/ Registrar along with copy of following documents.

   a. SSC Pass Certificate
   b. HSSC Provisional Certificate with Mark Sheet
   c. Candidate CNIC/ Domicile
   d. CEC Paid Challan as prescribed at C
   e. Two Recent Passport size Photographs

3. The Controller of Examinations SBTE will examine the case and identify the courses for exemption, based on the HSSC marks Sheet of the candidate.
4. The Exemption Certificate will be issued by the Controller of Examinations of the Board within 15 days. (Annex-B)
5. For the Registration, the candidate will submit the Registration Form with the prescribed Registration fee as per Board's Registration Notification.
6. The Registration Branch will scrutinize form and issue registration card within 15 working days of receiving of the application for registration. Incase of deficiency the candidate will be inform by the Registration Branch and his/ her Registration Form will be completed by the registration branch with 30 working days.
7. The students/ candidates will appear in the required Technical Courses/ subjects of the 1st, 2nd and 3rd year respectively, the detail will show in the Exemption Certificate.
8. The Examination Branch will scrutinize Examination Form and issue Admit Card. Incase of deficiency the candidate will be inform by the Examination Branch and his/ her Examination Form will be completed by the Examination Branch with 30 working days.

17/1/24
CHAIRMAN

Copy to:

1. All Concerned Heads of Institutes.
2. P.A to Chairman.
3. P.A to Secretary.
4. P.A to Controller of Examinations.
5. P.A to Director Research.
6. P.A to Registrar.
7. I.T. Manager.
8. Deputy Secretary I& II.
9. Regional Officer.
10. Inspector of Institutions.
11. Assistant Secretary (Accounts).
12. Audit Officer.
13. Incharge Income Cell.

17/1/2024
Deputy Controller of Examinations

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