

SINDH ELECTRONIC CENTRALIZED COLLEGE ADMISSION PROGRAM

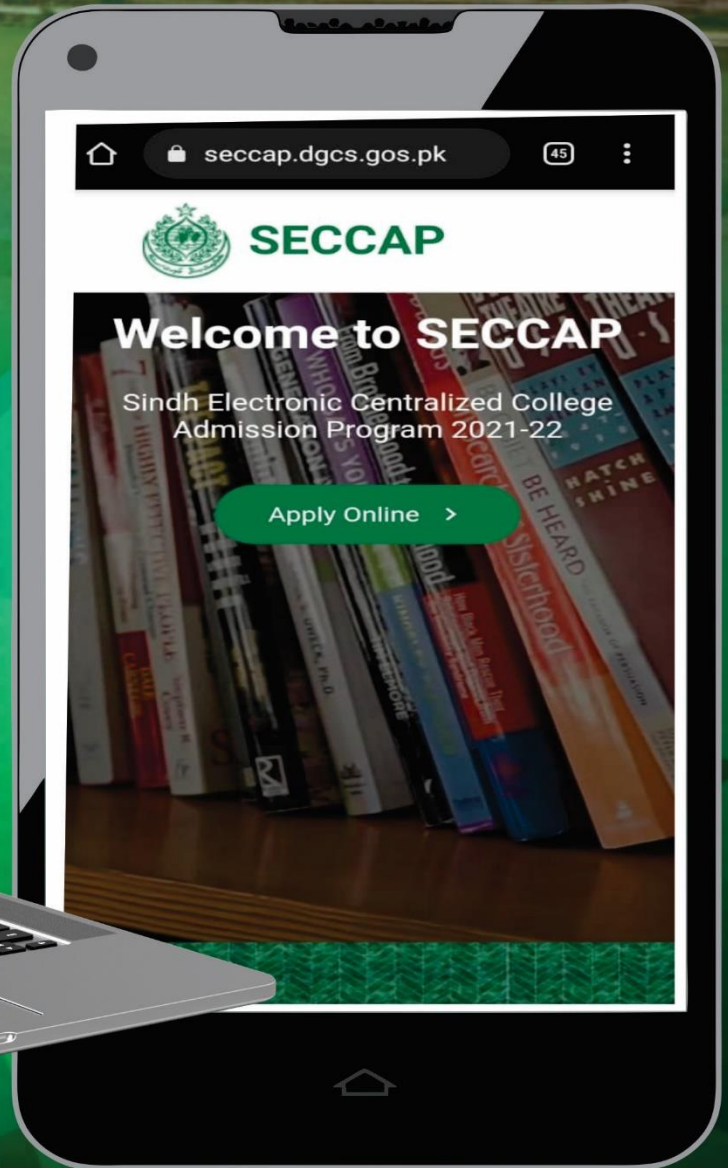
SECCAP

The race for excellence has no finish line



Government of Sindh
College Education Department

ADMISSION POLICY



Website: seccap.dgcs.gos.pk

SINDH ELECTRONIC CENTRALIZED COLLEGE ADMISSION POLICY

1. INTRODUCTION

This Admission Policy will regulate all Admissions at in Colleges/Degree Colleges/Post Graduate Colleges working under the jurisdiction of College Education Government of Sindh under the system of “Sindh Electronic Centralized Admission Policy” is built to granting admission in Government Colleges of Sindh in class XI-XII, for Students who have completed their Matric Level Education from any of the board of Pakistan are eligible for this admission. the policy is to streamline the process of admission and root out all sorts of irregularities as well as to provide equal opportunity to the students getting admission in the Government Colleges of Sindh and selected higher secondary schools of Karachi region as per as per laid down procedures.

2. Objectives

Key objectives of the system are to:

1. To save the details of the student for monitoring and evaluation
2. To break fake admissions in Government Colleges across the province of Sindh
3. To impart high quality education in line with the Department Mission and Vision statements.
4. To provide opportunity to the students for getting admission in the colleges and higher secondary schools of their choice on merit basis
5. To eliminate outside pressures and interference during the admission process
6. Reduce the number of physical visits of students and their parents to colleges as the admissions process gets underway Keep the admissions process transparent
7. To streamline the process of admission



FEATURES

1. 24/7 access. Apply from any place with internet access – no more queues
2. Track admissions application status via website
3. Integration with BISE results, minimizing data entry and reducing errors
4. Dedicated helpline, online help guides and complaint system to facilitate the students
5. Based upon reliable, scalable, secure, and internationally proven technological platform

COMMENCEMENT OF ADMISSION

1. The admission Process in Government Colleges begins after the declaration of Matric result of concerned board
2. SECCAP committee invites online applications from eligible candidates for admission as per the scheduled by Steering Committee
3. Online application form will be available on www.seccap.dgcs.gos.pk
4. Candidates shall apply online and hardcopies of their application forms along with required documents shall be submitted to the concerned colleges
5. Admission to XI class shall be completed in one month after declaration of Matric result of concerned board and according to the schedule fixed by the department.

SECCAP COMMITTEE

6. The Director General Colleges Sindh Karachi is appointed as Chairman of SECCAP,
7. Regional Directors are appointed as vice chairman of SECCAP,
8. Director (Inspection) Directorate General Colleges Sindh are appointed as Secretary of SECCAP
9. The Chairman of SECCAP is authorized to appoint members of the SECCAP from among the Officers/Principals
10. I.T Section Will also prepare and issue the placement/merit lists of Students faculty and gender wise



ELIGIBILITY CRITERIA

1. Students who have got through their SSC/Technical board /G.C.E (O'Level) or its equivalent examination are eligible to apply
2. Students who have passed this examination during the last three years before 2021 are also eligible with the condition that 5 marks for every year of gap shall be deducted from their total marks to determine their merit
3. It is imperative for the students passing G.C.E (O Level) examination have to pass the subjects of English, Urdu, Islamiyat, Pakistan Studies and four optional subjects
4. Equivalence certificate from I.B.C Islamabad is mandatory for all students coming from Cambridge board.
5. General conditions as well as conditions specific to faculty/group or subject for admission to the Intermediate, Level shall be in accordance with those set by the concerned Education Board for the relevant level, faculty or subject.
6. If a student applies for admission one or more years late then he/she shall produce an affidavit to the effect that he/she has not been admitted at any college previously and he/she is availing the opportunity for admission for the first time.
7. Students who have domiciled of the Sindh
8. Who acquired domicile other than Sindh province can apply on quota basis only



REQUIRED DOCUMENTS FOR ELIGIBILITY

The application form duly filled by the candidates shall be supported by the attested photocopies of following documents:

1. SSC Certificate for admission at any level of studies
2. Detail Marks / Provisional Certificate of the last exam passed
3. Character Certificate issued by the learning institution last attended. Where the candidate has passed the last examination in private capacity such certificate shall be signed by a gazetted officer.
4. Domicile Certificate
5. Self / father CNIC /B-Form
6. Required number of colored photographs as per college policy.
7. Quota eligibility certificate in case a candidate applies for a specified quota notified by the government, e.g. Disable , etc.

Students admitted on sports basis shall be required to submit an undertaking that they will actively participate in the college sports team, failing which their admission shall stand cancelled.



INELIGIBILITY

1. Applications which are not registered within due date, whether online or manually, shall not be considered for admission.
2. Students passing in supplementary examination shall not be eligible for admission in the academic year in which he/she has passed the examination.
3. No regular admission in any class shall be allowed to a candidate who has already passed equivalent examination in another faculty / group or subject.
4. Students who failed in any class or did not appear in the examination or discontinued their studies shall not be allowed readmission in the same or lower class.
5. The students who have passed SSC/GCE (O Level) or equivalent examination in general group (humanities/arts/Commerce) are not eligible for admission in any Science faculty.
6. Students placed in "E" grade in SSC exam shall not be allowed admission in 1st Year in any faculty / group.
7. Students failed in one or more subjects shall not be allowed to take admission in Part-I of Intermediate.
8. Private /External Candidates are not eligible for admission in class XI or XII in Government colleges.
9. The transfer from one college (Private or Government) or External students to any Government College in class XI & XII is strictly banned under SECCP if any Principal found in issuance of NOC/ granting admission to such students shall be dealt strictly under rules.



Preparation of Merit List

1. The SECCAP will differentiate the students for specified Colleges according to their marks in last pass classes.
2. The admission of the candidate who passed their matriculation examination from Technical Board GCE/O Level Foreign Country and their names are not included in placement list of respective College shall be granted through claim orders only
3. Any Admission granted beyond / below the merit in Karachi Region ; Principal concerned shall be held responsible
4. The merit of the students passing of G.C.E (O Level) examination will be determined by conversion of their marks in accordance with the following formula (for admission purpose only)
 - a. Grade A*=90 A=85 B=75 C=65 D=55 E=45
5. The mean Value of all valid graded will be multiply by 8.5 to calculate equivalence .This is to be pointed out that only grades of the subjects that are relevant for the choices of the applicants in the intermediate will be counted For example "A" in French , Will not be include to calculate the average of a student who has applied for admission in the faculty of science/commerce
6. The marks of the matriculate from **Technical Board** shall be converted according to the under mentioned formula
 1. "Maximum marks of Technical Board = 1150
 2. Maximum marks of Component III of class IX & X =300
 3. Maximum marks for evaluation "A" = (1150-300)= 850
 4. Evaluation marks =(marks obtained) - (Marks obtained in Component III)
7. Results of placement shall be announced and can be checked
 - a) -in daily news papers
 - b) -Website of Director General Colleges Sindh
 - c) -Concerned Colleges



8. The Principal shall constitute separate Admission Committees for different faculties/groups at various levels. Each committee shall consist of a Senior Staff Member as Chairperson along with other staff members drawn from the relevant faculty/group. These committees should thoroughly check/scrutinize the application forms and make their recommendation regarding eligibility of the candidates for admission in a particular group of studies according to the rules/instructions issued by the government and concerned affiliating Education Board.
9. The principal may keep 10 % of the total number of seats in each faculty for 15 days for meritorious students who may not turn up for admission within the prescribed time for admission due to unavoidable circumstances.
10. The minimum marks declaring a candidate as meritorious shall be determined by the concerned committee of each college
11. Candidates who fail to confirm their seat within the specified period shown on any merit list shall lose their right of admission and his/her seat shall be allotted to the next candidate in order of merit. However, if such candidate(s) turn for admission at a later stage and vacant seats are available then such candidates may be given opportunity before offering admission to next candidate(s) having lower stage on the merit list
12. Merit lists for category of candidates as defined at 4:A(i, ii, iii, iv), shall be prepared separately based on percentage of obtained marks in the last examination passed such that candidates with higher percentage of obtained marks shall have the exclusive right for admission over those who have lower percent obtained marks



Cancellation of Admission

Admission in the college shall stand cancelled under the following circumstances.

1. If any information given by the student in his Admission Form is found to be incorrect at any stage.
2. If a student fails to attend the classes within 10 days from the start of the session/classes.
3. If a student is found to be professional agitator or has been struck off from any educational institution on disciplinary grounds.

Struck off on Account of Absenteeism

A student who remains absent for more than six consecutive days without any written application shall be struck off the college roll.

Re- Admission

A student whose admission is cancelled under rules 15 (ii, iv) or whose name is struck off on the basis of long absence under rule 16 can apply for re-admission to the Principal within 15 days of the issue of such notification.

Re-admission for the second time in a current academic session shall not be generally allowed. However, genuine and deserving cases may be submitted to the Director College Education based on valid documentary proof with the condition that the applicant can make up for his shortages and can fulfil the requirement of 75% attendance during the remaining period of the session. Such students shall pay all the Government fees and Pupils Fund except security and BISE / University charges



Change of Subject

Change of faculty is not allowed. However, change of subject is allowed subject to the following conditions:

- I. The student must apply for change of subject within 21 days of the start of the classes at each level of studies.
- II. Change of subject is allowed only within a faculty or group of subjects

Migration

Migration to or from a college may be allowed by the Principals of both the colleges subject to the conditions:

1. That the applicant is seeking migration from a college situated beyond 60 kilometers of the college to which he/she wants to migrate
2. That the request is based on genuine grounds like parents / spouse transfer, family shifting, family enmity or marriage duly supported by documentary proof
3. Marks obtained by the candidates in the last examination passed are not less than the minimum marks obtained by a regular student of that class.
4. The migration is within the prescribed time of the concerned Education Board

Miscellaneous

Any matter not covered by this policy shall be referred to the Director General Colleges Sindh, in writing, whose decision in the matter



Functions of Students

Responsibilities:

- Attending classes on time and regularly.
- Being prepared for classes with all necessary supplies.
- Taking good care of college property.
- Completing all homework assignments.
- Organizing their time well.
- Respecting themselves and others.
- Reading on a regular basis.
- Doing their best.

Participation:

- Participating in classroom activities.
- Contributing to discussions and group activities.
- Asking questions when they don't understand.
- Participating in college activities and having fun.
- Participating in community and recreation programs.

Attitude:

- Understanding parents' values, expectations, and culture.
- Maintaining good physical health, exercising, eating right, and getting enough sleep.
- Listening carefully to teachers and parents.
- Developing positive attitudes; being cooperative and considerate.
- Welcoming challenges.
- Helping others.

COLLEGE UNIFORM (Students must attend the College in proper uniform,)

I. For Boys

- Winter uniform :Maroon Blazer, full sleeve Sweater, white shirt Dark Grey Trousers Maroon and yellow striped neck-tie with Black shoes, Black Belt
- Summer Uniform: Dark Grey Trousers, White shirt with Black Shoes, and Black Belt.

II. For Girls

- For summer: white uniforms with white scarf and blue/ stole black shoes
- For winter :white uniforms with white scarf and blue stole black sweater and black shoes

