



SINDH BOARD OF TECHNICAL EDUCATION

ST-22, BLOCK-6 MAIN UNIVERSITY ROAD GULSHAN-E-IQBAL, KARACHI.

www.sbte.edu.pk Phone No. 99244278, 99243329-30 Fax. 99244166

SECRETARY

NO.SBTE/ESTT/2018/1102
Dated: **09th October, 2018**

ENDORSEMENT BASED COURSES POLICY-2018

NOTIFICATION

In supersession to this office letter No. SBTE/CCRD/PA/2003/17, dated: 21st June, 2003, Policy for Endorsement Basis Courses/Program including Registration / Assessment / Examinations and Certification is hereby amended as under:

1. One Year Specialized Diploma program will have two Academic Sessions each year, where institutes will be able to take intake twice in a year i-e **JANUARY & JULY**. The institute will be bound to submit the schedule for each Batch/Session to SBTE accordingly for approval before January & July each Year.
2. The student's registration will be online or manual. In both the cases filled/completed registration form dully signed by the head of institution with prescribed fee should be submitted in income cell as per following schedule:

SR #	COURSE DURATION	SUBMISSION OF REGISTRATION FORM IN BOARD
A	One Year and Above	Within Three Months
B	Six Months	Within Two Months
C	Below Six Months	Within One Months
D	Below Three Months	Within Fifteen Days

3. The **SSIS-Cell** in coordination with Registration branch at SBTE will allot registration number to each candidate within **15-25 working days** of submission of registration by the institute.
4. An internal exams will be organized / conduct by the concerned institute, however SBTE will monitor the institute internal exam.
5. For monitoring of exams, SBTE will depute / appoint examiners / invigilator's / observer's will be paid by the Board.

Cont. PTOP

6. The institute may submit panel of examiners/invigilator's /observer's to the Controller of Examinations SBTE, Karachi, at-least before 15days of conduct of exam for finalization and appointment of examiners/invigilator's/observer's, however the examiners/invigilator's/observer's will not be deputed in their own, same institute of posting.
7. Result will be compiled by the institute and a Copy there of will be submitted to the Controller of Examinations SBTE, Karachi for record.
8. For each Endorsement basis course/program a uniform specimen of Marks sheet and Certificate should be approved from the Board will be issued by the institute.
9. Marks sheet / Diplomas / Certificates, after completion of course/program will be prepared by the institute and sent to the Board along with copy of result & prescribed fees for endorsement to the Secretary SBTE.
10. Fee time to time prescribed by the Board will be paid by the affiliated institutes as follows:
 - a. **Students' Registration Fee** – to be paid as per clause-2 above.
 - b. **Exam and Marks Certificate Endorsement Fee** – before **15days** conduct of each exam, submitted with exam form issued by IT branch, SBTE.
 - c. **Diploma/Certificate Endorsement Fee** – at the time of Endorsement.

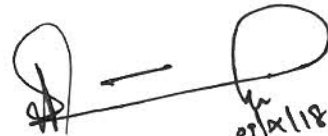
All the concerned Heads of Institutes are advised to **STRICTLY FOLLOW** the above revised policy for Endorsement Basis Courses.



(ALIA FATIMA)
SECRETARY

Copy to:

1. All concerned Heads of Institutes, offering Endorsement Basis courses
2. P.A. to Chairman
3. P.A. to Secretary
4. P.A. to Controller of Examinations
5. P.A. to Director Research
6. Registrar
7. IT Manager
8. Dy. Secretary-II
9. Regional Officer, Sukkur
10. Inspector of Institutions
11. Incharge Officer, Income Cell
12. Superintendent, Inspection Branch
13. Superintendent, Registration Branch
14. Superintendent, Certificate Branch



(SYED AKHTAR ALI SHAH)
INSPECTOR OF INSTITUTIONS