

## **ADMISSION POLICY FOR GOVERNMENT COLLEGES (MALE & FEMALE) IN KHYBER PAKHTUNKHWA**

This Admission Policy is being implemented in all the Male and Female Colleges of Government of Khyber Pakhtunkhwa for admission in Ist year/Inter Part-1,3rd Year/Two Years Degree Part-1, BS 1<sup>st</sup> Semester and M.A/M.Sc (Previous) w.e.f. the academic session 2017-18 and onward.

### **1. Short titles and Commencement**

- (i) This may be called the Admission Policy for Male and Female Colleges of Khyber Pakhtunkhwa under the jurisdiction of Higher Education Department.
- (ii) This shall come in to force w.e.f. the Academic Session 2017-18.

### **2. Definitions**

In the Admission Policy, unless the context otherwise requires:

- i. "Admission" means regular entry in to the college as per laid down procedure.
- ii. "Admission Committee" means the committee / committees appointed by the Principal of a college for scrutinizing the documents and eligibility of the candidates and making recommendation for their admission in the faculty for which the committee is constituted.
- iii. "College" means all the male and female colleges under the administrative control of the Higher Education Department, Government of Khyber Pakhtunkhwa.
- iv. "Principal" means the head of the college whether holding a regular post or appointed as otherwise.
- v. "Director" means Director Higher Education, Khyber Pakhtunkhwa.
- vi. "Secretary" means Secretary to Government of Khyber Pakhtunkhwa, Higher Education, Archives & Libraries Department.
- vii. "Result" means the gazette notification regarding assessment of the candidates after SSC, Intermediate and Degree examinations by the respective Education Boards and Universities.
- viii. "Level" or "Class" means Intermediate Part-1/1<sup>st</sup> Year, or Degree Part-1/ 3<sup>rd</sup> Year / BS 1<sup>st</sup> Semester, or M.A/M.Sc Previous at intermediate, degree and postgraduate level of studies, respectively.
- ix. "Faculty" means discipline like Pre-Medical, Pre-Engineering, Computer Sc, Humanities, and such other groups of studies which are available in the college and allowed by the concerned Education Board or University.
- x. "Sports" means games defined by the concerned Education Board or University and offered by the college.
- xi. "Board" means concerned Board of Intermediate & Secondary Education to which a college is affiliated at the intermediate level.

- xii. *“University”* means concerned University to which a college is affiliated at degree or postgraduate level.
- xiii. *“College Jurisdiction”* or *“Jurisdictional Area”* means the area specified by the college administration and duly approved by the concerned JMC for the purpose of admission against the specified quota.

### 3. Commencement of Admission

- (i) Admission to different classes shall be completed according to the schedule fixed by the concerned Education Board or University, as the case may be. Admission forms shall be made available to the candidates just after declaration of the result till reasonable opportunity is provided to all the eligible candidates of different Education Boards and Universities of the Province, including FBISE (Islamabad).
  - (ii)(a) In case of manual process, admission forms for admission to each group shall be entered in a separate register under specified serial numbers, which shall serve as reference for any information in respect of a candidate who has applied for admission. A receipt of admission form shall also be issued to each candidate who applies for admission.
  - (b) Where online admission facility is available, candidates shall apply online and hardcopies of their application forms along with required documents shall be submitted to the concerned colleges or as otherwise described. Its record shall also be maintained as per procedure explained at 3-(ii) a, above.
  - (iii) 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 or University.
  - (iv) The application form shall be supported by the attested photocopies of following documents or as required otherwise:
    - a. SSC Certificate for admission at any level of studies
    - b. Detail Marks / Provisional Certificate of the last exam passed
    - c. 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.
    - d. Domicile Certificate
    - e. Self / father CNIC/ Form B
    - f. Required number of coloured photographs as per college policy.
    - g. Quota eligibility certificate in case a candidate applies for a specified quota notified by the government, e.g. Sports, Disable or Education Employees quotas, etc.

Note: Affidavit in light of Supreme Court decision for refraining from politics shall be obtained from the candidates at the time of admission.

- (v) Applications which are not registered within due date, whether online or manual, shall not be considered for admission.
- (vi) 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. The minimum marks declaring a candidate as meritorious shall be determined by the concerned committee of each college.
- (vii) 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.
- (viii) Students passing in supplementary examination shall not be eligible for admission in the academic year in which he/she has passed the examination.
- (ix) 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.
- (x) The admission Committee(s), while recommending the candidates for admission shall pay due consideration to the following:
  - a) Students failed in one or more subjects shall not be allowed to take admission in Part-I /1<sup>st</sup> Semester of Intermediate, Degree, Postgraduate or BS classes.
  - b) Students placed in "E" grade in SSC exam shall not be allowed admission in 1st Year in any faculty / group.
  - c) Candidates who obtain less than 45% in the last examination passed shall not be allowed admission to 3<sup>rd</sup> year / Degree Part-1<sup>st</sup> or BS 1<sup>st</sup> Semester.
  - d) General conditions as well as conditions specific to particular faculty/group or subject for admission to the Intermediate, Degree, BS and Postgraduate Level shall be in accordance with those set by the concerned Education Board or University for the relevant level, faculty or subject.
  - e) No regular admission in any class shall be allowed to a candidate who has already passed equivalent examination in another faculty / group or subject.
- (xi) Candidates who fail to confirm their seat by depositing the required fee 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.

#### 4. College Jurisdiction and Seats Distribution

- A. For Intermediate Part-1/1st Year and Two Years Degree Part-1/3<sup>rd</sup> Year, each college shall offer admission to the following on the basis of their respective merit:
- i. Eighteen percent (18%) of the total number of seats are reserved for *candidates* belonging to the jurisdictional area of the college as defined by the college administration.  
A candidate shall be defined belonging to the jurisdictional area of the college if he/she:
    - a. is domiciled of the college jurisdictional area of the district
    - b. is child/spouse of an employee of the federal or provincial government serving in the jurisdictional area of the college
    - c. has passed the last exam from a feeding school situated in the jurisdictional area of the college
  - ii. Sixty percent (60%) of the total number of seats are reserved for *candidates* of the district in which the college is situated.  
A candidate shall be defined *belonging to the district of the college*, if he/she:
    - a. is domiciled of the district in which the college is situated.
    - b. is child/spouse of an employee of the federal or provincial government serving in the district in which the college is situated.
    - c. has passed the last exam from a feeding school of the area situated in the district in which the college is situated.
  - iii. 10% seats are reserved for candidates of areas of the country other district in which the college is situated provided they have obtained minimum A Grade in the last examination passed.
  - iv. Five percent (5%) seats, for admission to 1<sup>st</sup> year and 3<sup>rd</sup> year, are reserved for the children of the employees of the Higher Education Department Khyber Pakhtunkhwa (college subsector) on provincial basis.
  - v. Two percent (2%) seats, for admission to 1<sup>st</sup> year and 3<sup>rd</sup> year, are reserved for disable candidates on provincial basis.
  - vi. Five percent (5%) seats, for admission to 1<sup>st</sup> year and 3<sup>rd</sup> year, are reserved for sports quota on provincial basis. These seats are reserved only for the games which facilities are available and offered by the college.
  - vii. Seats falling vacant under any quota as defined under rule 4:A(ii, iii, iv, v, vi) shall be allocated to quota for candidates as defined under rule 4:A(i).

- B.** In case of admission to the Postgraduate or BS classes, the following seats distribution for each subject in case of 40 Admission seats per class shall be observed by each college and shall offer admission to the following on the basis of their respective merit:
- i. 18 seats are reserved for candidates of the district in which the college is situated, as defined under rule 4:A(ii)
  - ii. 18 seats are reserved for candidates outside of the district of the college
  - iii. 01 seat is reserved for the children of the employees of the Higher Education Department Khyber Pakhtunkhwa (college subsector) on provincial basis.
  - iv. 01 seat is reserved for disable candidates of the province.
  - v. 02 seats are reserved for sports quota on provincial basis. These seats are reserved only for the games which facilities are available and offered by the college.
  - vi. Seats falling vacant under any quota as defined under rule 4:B(ii, iii, iv, v) shall be allocated to quota for candidates as defined under rule 4:B(i).
- C.** One seat in each faculty over and above the allocated total seats is reserved for Afghan refugees. However, such candidates shall submit their applications through proper channel.

## **5. Preparation of Merit List**

- (i) Merit lists for all categories of candidates shall be prepared separately on the basis of 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 percentage of obtained marks.
- (ii) For admission to any level of studies, before preparation of merit lists, twenty extra marks shall be added to the marks obtained by a candidate in the last examination passed who is Hafiz-e-Quran. Such candidates shall not only support their claim by the relevant certificate but they shall also have to pass the recitation test conducted by the relevant admission committee.
- (iii) Five marks per year/session shall be deducted from the obtained marks of a candidate who has passed the last examination in the previous year(s)/session(s). However, no such deduction shall be made from a candidate who has passed the last examination in the supplementary session of the immediate preceding year. Such procedure shall be limited for the candidates who failed to get admission during the previous three consecutive years/sessions. Candidates whose passing year of the last examination is more than three years back shall not be put on the merit list. However, if vacant seats exist after absorption of all the candidates on the merit list then such candidates may be provided the opportunity of admission on merit.
- (iv) Merit List of sports quota for the game(s) the facility for which is available in a college shall be prepared on the basis of performance of candidates in sports, which shall be measured as below:

<b>a.</b>	<b>Previous Participation Marks</b>		<b>35</b>
		<b>SSC</b>	<b>HSSC</b>
i.	School/College Level Certificate	10	15
ii.	Inter District / Zonal Certificate	15	--
iii.	District Level Certificate	20	--
iv.	Regional / BISE Inter School / Inter Colleges/DHE Regional level certificate	25	25
v.	Inter-board/Provincial Certificate	30	30
vi.	BISE / Other National Level Certificate	35	35

*Note: Candidate having more than one of the above certificates shall be awarded marks of only the highest certificate.*

<b>b.</b>	<b>Trail Marks</b>		<b>65</b>
<b>c.</b>	<b>Total Sports Marks (a+b)</b>		<b>100</b>

Sports Merit List shall be prepared on the basis of total sports marks.

- (v) 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.

## 6. Increase of Seats

With the growing demand for admissions the Principal may submit such cases to the Director Higher Education for increase in seats keeping in view the availability of physical and human resources in the college.

On the request of the Principal the Director Higher Education can increase up to 25% of the total number of seats. Requests for more than 25% increase in the seats shall be referred to the Secretary Higher Education Department for approval.

## 7. Upper Age Limit

- (i) The upper age limit of Male Candidates for admission to various levels/classes, except sports quota, shall be as under and shall be counted with respect to the closing date for receipt of applications for admission to the concerned level or faculty.

a.	I <sup>st</sup> year	19 years
b.	3 <sup>rd</sup> year / BS 1 <sup>st</sup> Semester	22 years
c.	M.A / M.Sc Previous	25 years

- (ii) There shall be no upper age limit for female candidates except under sports quota.
- (iii) For admission on sports quota (both for male and female candidates) maximum age shall be considered one year less than the prescribed age limit

under rule 7(i)(a, b, c) so that candidates admitted on sports quota are eligible to participate in the Board / University tournaments.

## **8. Age Relaxation**

i. Overage candidates can apply for relaxation in the upper age limits for upto three years by giving cogent reasons for availing such relaxation. Applications for age relaxation must be submitted before the closing date of submission of application forms, whether online or manual. Principal of the college is authorised to grant one year relaxation in the upper age limits at all levels as defined in rule 7(i)(a, b, c).

ii. The Director Higher Education is authorised to grant age relaxation up to three years. The principal may submit such genuine hardship cases by giving cogent reasons to the Director Higher Education after providing provisional admission to such students, if otherwise eligible. In favour of candidates overage by more than 3-years may be referred to the Secretary Higher Education Department for approval.

iii. The provisional admission shall stand cancelled if the relaxation in upper age limit under section 8(i) and 8(ii) is not granted by the competent authority Within 30 days of making such a request.

## **9. Cancellation of Admission**

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

- i. If any information given by the student in his/her Admission Form is found to be incorrect at any stage.
- ii. If a student fails to attend the classes within 10 days of the start of the session.
- iii. If a student is found to be professional agitator, or has been struck off from any educational institution on disciplinary grounds.
- iv. If a student is practically involved in Politics.
- v. Under rule 5(v).
- vi. On the request of the student provided the request is made within a specified time period notified by the admission committee.

## **10. Struck off on Account of Absenteeism**

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

## **11. Re- Admission**

A student whose admission is cancelled under rules 9 (ii, v) or whose name is struck off on the basis of long absence under rule 10 can apply for re-admission to the Principal

within 15 days of the issue of such notification. The Principal may allow his/her re-admission on payment of the Re-admission fee / Admission Fee and any other outstanding dues.

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 Higher Education on the basis of valid documentary proof with the condition that the applicant can make up for his/her shortages and can fulfil the requirement of 75% attendance during the remaining period of the session. Such students shall pay all the Government fee and Pupils Fund except security and BISE / University charges.

## **12. 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.

## **13. Migration**

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

- (i) That the applicant is seeking migration from a college situated beyond 16 kilometre of the college to which he/she wants to migrate
- (ii) That the request is based on genuine grounds like parents / spouse transfer, family shifting, family enmity or marriage duly supported by documentary proof
- (iii) 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.
- (iv) The migration is within the prescribed time period of the concerned Education Board / University.

## **14. Miscellaneous:**

Any matter not covered by this policy shall be referred to the Director Higher Education, in writing, whose decision in the matter shall be final.