

KHYBER PAKHTUNKHWA BOARD OF TECHNICAL & COMMERCE
EDUCATION, PESHAWAR

ADMISSION, ASSESSMENT AND PROMOTION REGULATIONS-2023,
DIPLOMA IN INFORMATION TECHNOLOGY (DIT) 2-YEAR

Definition

1.1 Board:	Means Khyber Pakhtunkhwa Board of Technical and Commerce Education.
1.2 Institutions:	Means an Institute affiliated with the Board for offering Diploma in Information Technology (DIT) 2-Year.
1.3 Principal:	Means the Head of the Institute / College / Center affiliated to the Board.
1.4 Course:	Means a subject comprising Theory and Practical component or any one of them prescribed in the scheme of studies of DIT (2-Year).
1.5 Scheme of Studies:	Means a table of subjects for DIT 2-Year program showing their names, the number of contact hours allocated per week to theory and practical and credit assigned thereto.
1.6 Theory:	Means that part of a course which is based on cognitive abilities.
1.7 Practical:	Means that part of course which falls under psychomotor domain and involves all activities carried out in Computer laboratory.

ATTENDANCE AND PROMOTION OF STUDENTS:**PROMOTION OF THE STUDENTS**

1. The Diploma in Information Technology (2-Year) Program, which falls under the administrative control of the KP Board of Technical & Commerce Education, will follow a term-based structure. The first year (1st-year) of the program will be divided into two parts, namely Part-I and Part-II. Similarly, the second year (2nd-year) of the program will also be divided into two parts, namely Part-III and Part-IV. This structure organizes the program into manageable components to facilitate effective learning and assessment.
2. The DIT 2-Year Examinations will be held twice a year on term basis on such dates and such places as determined by the Board from time to time and will be opened to those candidates who are eligible to appear in these Examinations under the Board's Assessment and Promotion rules. The two Examinations will be termed as **1st Term** and **2nd Term** Examination for both years.
3. The Examination of Islamic Studies/Ethics will be conducted in Part-III of 2nd year and that of Pakistan Studies in Part-IV of 2nd Year.
4. At the time of Registration, the candidate should opt either to DIT one-year program or two-year program.
5. If a candidate has successfully completed one-year diploma program and want to switch over to two-year program, separate registration fee shall be charged, for the same.
6. There will be free promotion from DIT 1st-year to DIT 2nd-year (only for those Candidates who are registered for DIT 2-year program, provided that the candidate has appeared in the Examination of DIT (1st-year).
7. A DIT 1st-year regular student, who appears in the 1st/2nd Term Examination of that session, shall be promoted to DIT 2nd-year and will be allowed to reappear in the subjects failed in the next Examination as a compart candidate. However, a student who is on the college roll, but fallen in shortage of attendance, shall be required to make up of their classes, subsequently he/she will be promoted to the DIT 2nd-year and he/she will be allowed to appear in the next Examination as compart candidate in the

1st-year, subject to make-up of shortage of attendance duly confirmed by the Head of the Institute and communicated to BT&CE.

8. If a candidate of DIT 1st year fails in a subject(s), he/she will be allowed to appear as an ex-candidate in the failed subjects, in the forth coming Examinations.
9. A DIT1st year student, having completed his/her studies, but did not appear in the Term Examination of that session for reason other than shortage of attendance, shall also be promoted to the DIT2nd year, subject to intimation to the Board by the institute concerned, at least 15 days before commencement of the Examination. He/She shall appear as a compart candidate in the 1st year subjects in the next Examination.
10. If a DIT1st year student, who did not attend the classes during their session of Registration, or have left the college or have been struck off from the college roll and did not take re-admission within the stipulated period in that session, their Registration shall stand cancelled. However, they shall be eligible to get re-admission in the next year, with fresh Registration according to the prescribed criteria on merit basis.
11. There shall be no provision of repeating DIT1st year with the same registration.
12. Total marks in DIT1st-year will be **1000**; total marks DIT2nd-year will also be **1000**.
13. For passing DIT1st-year and 2nd-year, it shall be compulsory to secure **40%** Marks in each Theory subject and **50%** Marks in Practical, if any.
14. To pass a subject, it shall be compulsory to pass both theory and practical, if any, separately. A candidate failing in any theory or practical shall be considered failed in that part of the subject only.

ELIGIBILITY FOR DIT PART-I:

(A) REGULAR STUDENTS:

DIT Part–I Examination shall be open to a candidate who:

- (i) has passed Secondary School Certificate Examination of a Board of Intermediate and Secondary Education in Pakistan.

OR

any other Examination that is equivalent to the aforesaid examination.

- (ii) has been enrolled in an institute recognized by Board of Technical and Commerce Education, during an academic year preceding Examination.

- (iii) has his/her name submitted, on the prescribed E-form to the Controller of Examinations by the Head of affiliated Institute, he/she has most recently attended, and properly registered with the BT&CE.
- (iv) has submitted his/her Examination E-form along with the prescribed fee to the Board, by the date fixed by the Board.
- (v) has paid late fee, as prescribed by the Board, if his/ her Examination forms or fee or both are received in the Board's office after the last date fixed by the Board for the submission of Examination form and fee.
- (vi) has been registered with the Board, in the manner laid down, and has submitted his/ her prescribed Examination E-form, complete in all respect with the prescribed fee to the Board by date as fixed for the purpose, and in a manner prescribed by the Board. Such candidates must affix on his/her online admission form, attested copies of his/her recent passport size photograph(s) duly attested by the Principal.
- (vii) produce the following certificates, signed by the Head of Institute he/she most recently attended.
 - (a) Having attended not less than:
 - (*) 75% of the full course of prescribed lectures in each of the subject, which he/she has taken up for study.
 - (*) 75% of classes assigned for practical work in a subject having practical.
- (viii) If a student of DIT 1st year has been rusticated from the Institute / College due to some penalty, he will be ineligible to appear in the KP-BT&CE Examination during that academic session.

DIT2nd Year Examination shall be open to a candidate who:

- (i) has completed DIT1st-year (for those candidates who registered for DIT 2nd - year program) from an Institute recognized by the Board of Technical and Commerce Education as a regular candidate.
- (ii) has passed DIT One-year Diploma from Board of Technical and Commerce Education Peshawar (for those candidates who are registered in DIT One-year program) from an institute recognized by the Board of Technical and Commerce Education as a regular candidate.

- (iii) has been enrolled for DIT of 2nd-year in an institute recognized by the Board of Technical and Commerce Education, during an academic year preceding the Examination.
- (iv) has been registered for DIT 2nd-year.
- (v) has provided original Migration Certificate from the previous Board of Technical and Commerce Education.
- (vi) has his/her name submitted on the prescribed online form to the Controller of Examinations by the Head of Institute he/she has most recently attended, and properly registered with the BT&CE.
- (vii) has submitted his/her Examination form along with the prescribed fee online to the Board by the date fixed by the Board.
- (viii) has paid late fee, as prescribed by the Board, if his/her Examination forms or fee or both are received in the Board's office after the last date fixed by the Board for the submission of Examination form and fee.
- (ix) has been registered with the Board of Technical and Commerce Education, for DIT 2nd-year in the manner laid down, and has submitted his/her prescribed E-Examination Form complete in all respect, with the prescribed fee to the Board by the date fixed for the purpose and in a manner prescribed by the Board. Such candidates must affix on his/her E-Admission Form requisite attested copies of his/her recent passport size photograph(s) duly attested by the Principal.
- (x) Produce the following certificates, signed by the Head of Institute he/she most recently attended.
 - (a) having attended not less than:
 - (*) 75% of the full course of prescribed lectures in each of the subject, which he/she has taken up for study.
 - (*) 75% of periods assigned to practical work in a subject having practical.
- (xi) If a student of DIT (2nd-year of Part-III or Part-IV) has been rusticated from the Institute/College due to some penalty, he/she shall be ineligible to appear in the BTE / KP-BT&CE Examination during that academic session.

- (xii) Pass out student of DIT One-year program, from Board of Technical and Commerce Education Session 2011 and onwards, shall be eligible for registration in DIT2nd year.

(B) LATE (COMPART) STUDENTS:

- (i) DIT 2-Year Examination shall also be open to ex-students provided that they have completed One-year Diploma from the Board of Technical Education Peshawar as a regular student in an affiliated institution.
- (ii) Every late student, as a candidate, shall submit his/her application for admission to Examination on the prescribed E-form, complete in all respect, and remit the prescribed fee to the Board by the date fixed by the Board.
- (iii) The candidates shall have to pay late fee, as prescribed by the Board, if their admission forms or fees or both are received in the Board's office after the last date fixed by the Board for the submission of admission form and fee.
- (iv) Every late student/candidate have been registered with the Board, in the manner laid down, shall submit his/her application for admission to the Examination on the prescribed form, complete in all respect, on dates as fixed for the purpose and in a manner prescribed by the Board. Such candidates shall submit along with application E-form for Examination, attested copies of recent passport size photograph(s) duly attested by the Principal.

ATTENDANCE RULES FOR STUDENTS:

- (a) A candidate must have completed overall **75%** of attendance in order to be eligible to appear in the Examination. The Principal of the Institute/college can condone up to **10%** attendance.
- (b) If a candidate is short of the required percentage of attendance at the time of submission of admission form and fee to the Board and is likely to make up the shortage in due course of time, the Head of Institute/College shall submit his/ her admission form and fee provisionally to the Board, subject to the confirmation, when the candidate has actually made up the shortage. In case the candidate is unable to make up the shortage, the Principal of the Institute shall withdraw their candidature from the office of the Controller of Examinations, not later than fifteen (15) days before the commencement of Examination.

- (c) No Examination form or fee shall be accepted unless it is routed through the Principal of concerned institute.
- (d) Attendance in each subject(s) shall be counted on the basis of total number of contact hours (theory and practical) attended for a given subject lectures during an academic session.
- (e) If a candidate is officially allowed to take part in co-curricular activities, their percentage of attendance shall be counted on the basis of total attendance, including the lesson(s)/practical(s) missed during the authorized absence.
- (f) The detailed record of attendance shall be maintained by the institute and produced for inspection to the Board or to an inspection team of assigned senior officer(s), as and when required.
- (g) If DIT 2nd-year candidates have shortage of attendance, they shall have to make up their shortage by attending classes with the newly promoted students of DIT 2nd-year; before the commencement of the Examination, the concerned Principal shall communicate this information to the concerned officer of the Board.
- (h) After the Examination of DIT Part-I, candidates shall be issued result intimation letter/DMC and pass certificate of DIT to successful candidates, if requested.
- (i) DIT 2-Year Pass diploma shall be issued after passing both 1st year (Part-I & Part-II) and 2nd year (Part-III & Part-IV) Examinations.
- (j) A candidate who has been enrolled in DIT 2-year program shall be eligible to obtain one-year diploma certificate provided that he/she has successfully completed and passed Part-I & Part-II of 1st year against the prescribed fee.

MIGRATION OF STUDENTS:

- (a) Migration from one affiliated institute to another affiliated institute (Government/Private), where DIT courses are being offered, shall be allowed, subject to the fulfillment of the Migration criteria of the respective Technical Board.
- (b) After passing DIT 1st year Examination, the candidate may be allowed to appear in DIT 2nd year Examination from another Technical Board, according to the prescribed course outline, rules and regulations of the Board.

- (c) For improvement of Grade/Marks, candidates shall have to appear as a whole only in the same Technical Board from where they had taken their earlier diploma within **One year**.

REQUIREMENTS FOR THE AWARD OF DIPLOMA IN INFORMATION TECHNOLOGY (DIT):

(a) **DIT 1st-Year:**

To qualify for the award of the Diploma in Information Technology (DIT), a candidate must pass/secure at least **40%** marks in Theory subjects and **50%** marks in Practical (if any), in all the subjects of 1stTerm & 2nd Term of 1st Year.

(b) **DIT 2nd- Year:**

To qualify for the award of Diploma in Information Technology (DIT) 2-Year, a candidate must pass/secure at least **40%** marks in Theory subjects and **50%** marks in Practical (if any), in all the subjects of Part-I and Part-II of the 1st Year and Part-III & Part-IV of the 2nd year respectively.

NUMBER OF EXAMINATION CHANCES FORDIT 2nd-YEAR:

- (a) For clearance of Diploma (DIT 2nd-Year), there shall be 12 consecutive chances. Out of these 12 chances, the last 03 chances shall be considered as Special Chances and candidates appearing in the Examination under the category of these 03 additional chances shall be required to pay registration renewal fee along with examination fee at the rate of higher than prescribed fee as per concerned Board policy.
- (b) A candidate who fails to qualify the course, after availing all 12 chances, his/her registration will be considered cancelled.
- (c) Chance(s) missed for any reason shall be considered as chance(s) availed.

GENERAL RULES:

- (a) Lectures/Classes shall be counted from the beginning of the academic session up to the last working day, preceding the commencement of Examination.
- (b) If a candidate's lectures/classes up to the date of submission of Examination form fall short of the required percentage, the Head of the Institute may

provisionally send up their Examination admission form to the Controller of Examinations.

- (c) If a candidate is not short of the required percentage of lectures/periods at the time of submission of Examination form, but subsequently falls short of such percentage, the Head of Institute shall report their name to the Controller of Examination at least **10** days before the commencement of the Examination for cancellation of their candidature.
- (d) Lectures/Periods of failed candidates shall be counted from the **10th** day of the re-opening of the Institute or the date of rejoining an institute, whichever is earlier up to **15** days, before the commencement of Examination.
- (e) A candidate who has passed the DIT1st year/2nd year Examination may be allowed to appear in any subsequent Examination on payment of the prescribed fee in a subject or subject(s) not offered/passed by them previously. Such a candidate on obtaining pass marks in a subject or subject(s) shall be granted a separate certificate to that effect.
- (f) In case of additional subject(s) a candidate shall avail two attempts to pass paper(s).
- (g) A candidate shall be allowed to improve their marks/grades. Such a candidate(s) can appear in a minimum of one subject or a maximum of three passed subjects of their choice of DIT 1st year or DIT2nd year or both as prescribed for the examination. The candidate shall have only one chance to improve their grade/marks within **(02) Two** subsequent Examinations, after passing the DIT 2nd-Year program.
- (h) The following shall be the medium of examination:
 - a) Urdu
 - b) English
- (i) Terms not expressly defined in the regulations shall bear an interpretation that may be determined by the Board.

IMPROVEMENT OF MARKS/GRADE.

- (i) A candidate of DIT can improve their grade/division/marks within one year, after passing DIT 2nd year Examination.
- (ii) A candidate will be allowed to re-appear in any **1-3** subject(s), of their choice of theory component only, of DIT for improvement of Division/Marks/Grade as per policy of the Board.

- (iii) In case a candidate fails to improve the marks in any of the subject(s), their old posting will be carried over.
- (vi) A candidate shall not be allowed to reappear in more than **three (03)** subjects. However, they can reappear in all theory papers of Part-I/Part-II/Part-III /Part-IV, if they want to improve their overall marks.

GRACE MARKS POLICY

1. Grace marks will be awarded @ **0.5%** of the theory marks.
2. **0.5%** marks will be calculated, excluding Practical/Sessional marks, and shall be awarded on the basis of the aggregate marks of 1st year and 2nd year.
3. **0.5%** marks shall be awarded in not more than **Two (02)** subjects of 1st year/2nd year or both years of DIT.
4. The grace marks as above shall be awarded to both years (1st year & 2nd year) of DIT.
5. Not more than 05 (five) Grace Marks shall be awarded in one subject.
6. Grace Marks shall not be added physically in the subject marks.
7. Grace marks shall not be awarded to those candidates who are improving Marks/Grade/Division.
8. No grace marks shall be awarded in Practical.

CLASSIFICATION OF DIPLOMA

FULL COURSE:

A Candidate who has qualified Diploma in Information Technology (2-Year) shall be placed in one of the following grades.

S.No	MARKS	GRADE	REMARKS
1	80% and above	A+	Excellent
2	70% or above & below 80%	A	V-Good
3	60% or above & below 70%	B	Good
4	50% or above & below 60%	C	Fair
5	40% or above & below 50%	D	Satisfactory

AWARDS OF MEDALS:

Awards/Medals/Distinction Certificates/Cash prizes shall be awarded only to those candidates/students who qualify their Exams as a whole in first attempt, as a regular

candidate. Awards of Grace Marks shall not be counted for the purpose of awards. The students having availed Grace Marks shall not be entitled for above awards.

ADMISSION CRITERIA:

- a) For admission to DIT class, the student (either gender) must have attained a minimum of 33% marks in S.S.C or equivalent qualification, with a maximum age limit of 25 Years in normal conditions.
- b) Maximum seating capacity per class per section for DIT 2-Year Program shall be 60 students.