



KHYBER PAKHTUNKHWA BOARD OF TECHNICAL & COMMERCE EDUCATION
PLOT NO.22, SECTOR B1, PHASE-V, HAYATABAD, PESHAWAR
PHONE:091-9217410, 091-9217658


No. BT & CE/Notification/R&D/1001-1011

Dated: 06/09/2022

NOTIFICATION

Consequent upon recommendations of the Academic Committee of KP-BT&CE in its meeting dated 21-02-2022 and subsequent approval of the Board of KP-BT&CE dated 01-09-2022, the revised D.Com / DBA Admission, Assessment and Promotion Regulations, 2022 have been adopted for the Diploma in Commerce (D.Com) / Diploma in Business Administration (DBA) students admitted / registered for the Academic Session 2022-2023 and onward.

It is worth mentioning that the Committee of Chairmen and Directors of Technical Education (CCDTE) in its 66th meeting dated 28-03-2022 has also approved the above cited revised Regulations for the uniform adoption by all the BTEs, KP-BT&CE and BISE, Baluchistan.


(ISRAR AHMAD)
Secretary

C.C:

1. PS to Chairman, KP-BT&CE.
2. SO-III, Industries, Commerce & Technical Education Department, Government of Khyber Pakhtunkhwa.
3. Director General, Commerce Education & Management Sciences, KP.
4. The Chairman Sindh BTE, Karachi / Punjab BTE, Lahore / BISE, Quetta Baluchistan.
5. The Controller of Examination, KP-BT&CE.
6. All Principals GCMS, GCCs and Private affiliated Commerce Institutions of KP-BT&CE.
7. The Deputy Director IT, KP-BT&CE with the advise to upload this Notification along with revised D.Com / DBA Admission, Assessment and Promotion Regulations, 2022 on the KP-BT&CE website.
8. Internal Distribution.
 - i. Assistant Secretary, Registration KP-BT&CE
 - ii. Assistant Controller, Examination KP-BT&CE.
 - iii. Assistant Controller, Secrecy KP-BT&CE.
 - iv. Assistant Secretary, Affiliation KP-BT&CE.
 - v. Director Physical Education, KP-BT&CE.
 - vi. Assistant Secretary, Admin KP-BT&CE.
 - vii. Assistant Secretary, Account KP-BT&CE.


(ISRAR AHMAD)
Secretary

**KHYBER PAKHTUNKHWA BOARD OF TECHNICAL & COMMERCE
EDUCATION, PESHAWAR**

**ADMISSION, ASSESSMENT AND PROMOTION REGULATIONS-2022,
APPROVED BY THE BOARD IN ITS MEETING DATED 01-09-2022**

DIPLOMA IN COMMERCE / DIPLOMA IN BUSINESS ADMINISTRATION

Definition

- 1.1 Board** Means the Board of Technical Education Sindh, Punjab, KP Board of Technical and Commerce Education and BISE Baluchistan.
- 1.2 Institutions:** Means an Institute affiliated with the Board for offering Diploma in Commerce / Diploma in Business Administration.
- 1.3 Principal:** Means the Head of the Institute 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 D.Com / DBA.
- 1.5 Scheme of Studies:** Means a table of subject for D.Com / DBA programs 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 psycho motor domain and involves all activities carried out in Computer lab.

ATTENDANCE AND PROMOTION OF STUDENTS:

PROMOTION OF THE STUDENTS

1. The Diploma in Commerce D.Com /Diploma in Business Administration DBA Examination under the administrative control of the Board of Technical & Commerce Education, will be conducted part wise. The 1st & 2nd year will be called as D.Com / DBA part-I and D.Com / DBA Part-II respectively, as non terminal parts.
2. Under the part system Examination of D.Com / DBA of certain subject will be called as Paper-I and Paper-II.


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KP Board of Technical
& Commerce Education

3. The D.Com / DBA Part-I & Part-II Examination will be held twice a year on annual basis on such dates and such places as determined by the Board from time to time and will be open to those candidates who are eligible to appear in these Examination under the Board's promotion rules. The two Examinations will be termed as Annual and Supplementary Examination respectively. Supplementary Examination for Part-I and Part-II will be conducted.
4. The Examination of Islamic Studies will be conducted in D.Com /DBA Part-I and that of Pakistan Studies in D.Com / DBA Part-II.
5. There will be free promotion from D.Com/DBA Part-I to D.Com/DBA Part-II provided that the candidate must appear in the Examination.
6. A D.Com / DBA Part-I first year regular student who appears in the Annual Examination of that session shall be promoted to the D.Com / DBA Part-II and will be allowed to reappear in the failing subjects in the next Supplementary Examination as compart candidate. However a student who is on the roll of the college but placed in shortage of attendance will also be promoted to the D.Com / DBA Part-II and he / she will be allowed to appear in next Supplementary Examination as compart candidate in Part-I, subjects to make up of shortage of attendance duly confirmed by the Head of the Institute.
7. However, if a candidate of D.Com/DBA Part-I fails in any number of subjects, he / she will be allowed to appear as an ex-candidate in the failing subject in the forthcoming Examinations.
8. A D.Com / DBA Part-I student who complete his studies but do not appear in the Annual Examination of that session for reason other than shortage of attendance shall also be promoted to the D.Com / DBA part-II subject to intimation to the Board by the institute concerned 15 days before commencement of Examination. He / She will appear as compartment candidate in the Part-I subjects in the next Supplementary Examination.
9. If D.Com / DBA Part-I student who did not attend the classes during his session of Registration or left the college or struck off from the college roll and did not took re-admission within stipulated period in that session, his / her


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KP Board of Technical
& Commerce Education

Registration will stand cancelled. However, he / she will be eligible to get re-admission in next year with fresh Registration on merit basis.

10. There will be no provision of repeating 1st year D.Com / DBA Part-I with the same registration.
11. Total marks in D.Com Part-I will be **650** and D.Com Part-II will also be **650** while **650** each in DBA Part-I & II.
12. For passing D.Com / DBA Part-I and Part-II, it will be compulsory to secure 40% Marks in each subject of Theory and **40%** in Practical, if any.
13. To qualify a subject it will be compulsory to pass both theory and practical paper, If any, separately. A candidate failing in any paper i.e. theory or practical will be considered fail in that part of the subject only.

ELIGIBILITY FOR D.COM /DBA PART-I:

(A) **REGULAR STUDENTS:**

D.Com / DBA Part-I Examination shall be open to a candidate who:

- (i) D.Com / DBA Part-I Examination shall be opened to a candidate who has passed Secondary School Certificate Examination of a Board of Intermediate and Secondary Education in Pakistan with **33%** marks at least.

OR

any other Examination recognized as equivalent to the aforesaid examination.

- (ii) has been enrolled in an institute recognized by Boards of Technical & Commerce Education, during as academic year preceding Examination.
- (iii) has his / her name submitted, on the prescribed form to the Controller of Examination by the Head of Institute, he/ she has most recently attended, and properly registered with the BT&CE.
- (iv) has submitted his/ her Examination 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 to the Board, in the manner laid down, has submitted his / her prescribed Examination form complete in all respect with the

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KP Board of Technical
& Commerce Education

prescribed fee to the Board by date as fixed for the purpose and in a manner by the Board. Such candidates has affixed on his / her admission form, requisite attested copies of his/ her recent photograph duly attested by the Principal.

(vii) produced the following certificates, signed by the Head of Institute he /she most recently attended.

(a) of 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.

(viii) If a student of D.Com / DBA Part-I is rusticated from the Institute / College due to some penalty will be ineligible to appear in the BTE / KP-BT&CE Examination during the period.

(B) LATE STUDENTS:

(i) D.Com / DBA Examination shall also be open to ex-student provided they have completed two years course as 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 form, complete in all respect, and remit the prescribed fee to the Board by the date fixed by the Board.

(iii) The candidate 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 having 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 candidate shall submit along with application form for Examination, the requisite attested copies of recent photograph duly attested by the Principal.

ATTENDANCE RULES OF 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 can condone up to 10% attendance.


ACADEMIC OFFICER
 KP Board of Technical
 & Commerce Education

- (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 but if is likely to make up the shortage in due course of time, the Head of Institute / College may send up his / her admission form and fee provisionally to the Board subject to confirmation when the candidate has actually made up the shortage. In case the candidate is unable to make up the shortage, the Principal of Institute shall withdraw his candidature from the office of the Controller of Examinations not later than the 15th day before the commencement of Examination.
- (c) No Examination form or fee shall be accepted unless it is routed through the principal concerned.
- (d) Attendance shall be counted on the basis of total prescribed number of contact hours, theory and practical, for given subject lectures during an academic session.
- (e) If a candidate is officially sent to take part in some co-curricular activities, his/her percentage of attendance will be counted on the basis of total attendance including the lesson/ practical missed during the authorized absence.
- (f) The detailed record of attendance shall be maintained by the institute and produce for inspection to the Board or an inspection team of senior officer as and when required.
- (g) In Part-II of D.Com / DBA the candidates suffering from shortage of attendance will have to make up their shortage by joining classes with the newly promoted students of D.Com / DBA Part-II, before the commencement of the Supplementary Examination.
- (h) After the Examination of D.Com / DBA Part-I the candidate will be issued only result intimation letter and no pass certificate will be issued in any case.
- (i) Pass diploma will be issued after passing both Part-I and Part-II Examination.
- (j) Pass/ Fail students in D.Com / DBA Part-I Examination will not be admitted in any other Institute in the same course.

MIGRATION OF STUDENTS:

- (a) Migration from one affiliated institute to another affiliated institute (Government / Private) where D.Com / DBA courses are being run, is allowed provided he / she fulfills the Migration criteria of the respective Board.


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 KP Board of Technical
 & Commerce Education

- (b) After passing D.Com / DBA Part-I Examination the candidate may be allowed to appear in D.Com / DBA Part-II Examination from another Board according to the prescribed course outline, rules and regulations of the Board.
- (c) For improvement of Grade / Marks candidate will have to appear as a whole only in the same Board from where he / she had taken his / her earlier diploma within **One year**.

ELIGIBILITY FOR D.COM/ DBA PART-II:

D.Com / DBA Part-II Examination shall be open to a candidate who:

- (a) has been enrolled in a recognized institute during the Academic year preceding the Examination.
- (b) has his / her name submitted to the controller of Examination by the head of the institutions he/ she has most recently attended.
- (c) has paid the late fee as prescribed by the Board, if his / her admission form or fee 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.
- (d) has been registered with the Board in the manner laid down, has submitted his / her application for admission to the Controller of Examination on the prescribed form, complete in all respect, with the prescribed fee to the Board by the dates fixed for the propose and in a manner prescribed by the Board. Such candidate has submitted along with application for Examination requisite No. of attested copies of his recent photograph duly attested by the principal.
- (e) produces the following certificates signed by the head of the institute he / she has most recently attended:-
 - (i) Of Good Character
 - (ii) Of having satisfactorily performed the work of class throughout the academic year preceding the examination.
 - (iii) Of having attended not less then:-
 - 75% of the full course lectures prescribed in each of the subject. Which he/ she has taken up for study.
 - 75% of period assigned to practical work in subject having practical.


ACADEMIC OFFICER
KP Board of Technical
& Commerce Education

REQUIREMENTS FOR THE AWARD OF DIPLOMA IN D.COM / DBA:

(a) **FULL COURSE:**

To qualify for the award of the Diploma a candidate must pass/ secure at least **40%** marks in Theory subject and **40%** marks in Practical, if any.

(b) **NO OF CHANCES:**

For clearance of Diploma, 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 will be required to pay registration renewal fee along with exam fee @ of higher than prescribed fee as per concerned Board policy.

(c) The candidate who fails to qualify the course after availing all 12 chances, his / her Registration will be considered cancelled.

(d) Chance(s) missed for any reason shall be considered as chance(s) availed.

GENERAL RULES:

- (a) Lectures / periods shall be counted from the beginning of the academic session up to last working day preceding the commencement of Examination.
- (b) If a candidate's lectures / periods up to the date of submission of Examination form fall short of the required percentage, the Head of the Institute may provisionally send up his / her 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 his/ her name to the Controller of Examination at least **10** days before the commencement of the Examination for the cancellation of his / her candidature.
- (d) Lectures / Periods of failed candidate shall be counted from the **10th** day of the re-opening of the Institute or the date of his rejoining an institute whichever is earlier up to the **15th** days before the commencement of Examination.
- (e) A candidate who has passed the D.Com / DBA Part-II Examination is allowed to appear in any subsequent Examination on payment of the prescribed fee in a subject or subject(s) not offered / passed by him / her previously. Such a candidate on obtaining pass marks in a subject or subject(s) or shall be granted a separate certificate to that effect.


ACADEMIC OFFICER
KP Board of Technical
& Commerce Education

- (f) A candidate is allowed to improve his / her marks / grades. Such candidate can appear in minimum one and maximum three pass subjects of his / her choice of D.Com / DBA Part-I or D.Com / DBA Part-II or both as prescribed for the examination. The candidate will be given only one chance to improve his / her grade / marks within **(02) Two** subsequent Examination counted from the first appearance of Annual D.Com / DBA Part-II Examination.

IMPROVEMENT OF MARKS/ GRADE.

- (i) A candidate of D.Com / DBA can improve his / her grade / division / marks within one year after passing D.Com / DBA Examination.
- (ii) He / She will be allowed to re-appear in any **1-3** subject(s) of his / her choice theory component only from whole course of D.Com / DBA for improvement of Division / Marks / Grade as per policy of IBCC.
- (iii) In case a candidate fails to improve the marks in any of the subject(s) his / her old posting will be carried over.
- (iv) A candidate shall not be allowed to reappear in more than **three 03** subjects. However, he/she can reappear in all the theory (practical not allowed) for want of improving his/her 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 will be awarded on the basis of the aggregate marks of Part-I and II.
3. **0.5%** marks will be awarded in not more than **Two (02)** subjects of Part-I / Part-II or both of DBA and D.Com.
4. The grace marks as above will be awarded to both of DBA and D.Com.
5. Grace marks will not be awarded to those candidates who are improving / Marks / Grade / Division.
6. No grace marks will be awarded in Practical.

CLASSIFICATION OF DIPLOMA

FULL COURSE:

A Candidate who has qualified Diploma in Commerce / Diploma in Business Administration shall be placed in one of the following grades.


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KP Board of Technical
& Commerce Education

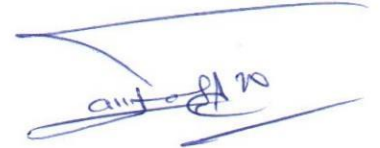
Sr. No	MARKS	GRADE	REMARKS
1	80% and above	A+	Excellent
2	70% or above & below 80%	A	V-Good
3	60% or above & below 70%	B	Good
4	50% or above & below 60%	C	Fair
5	40% or above & below 50%	D	Satisfactory

AWARDS OF MEDALS:

Awards / Medals / Distinction Certificates / Cash prizes shall be awards only to those candidates / students who qualify their Annual Exams as a whole in first attempt as a regular candidate. Awards of Grace marks will not be counted for the purpose of awards. The students having availed Grace marks will not be entitled for above awards.

ADMISSION CRITERIA:

For Admission to D.Com / DBA class, the student should must have attained minimum 33% marks in S.S.C or equivalent qualification with a maximum age limit of 25 Years in normal condition.



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