



AMSTech Rules & Conduct

01. ADMISSIONS

General Guidelines

- Admission announcements are displayed on the official AMSTech website and across all social media platforms (e.g., Facebook, Instagram).
- The prospectus, along with the admission application form, is available at the AMSTech campus upon payment of PKR 500/-.
- Applicants must complete the form neatly and attach all required documents as specified in the application checklist.
- Original documents must not be attached to the application form.
- Submitted application forms and attached documents will not be returned under any circumstances.
- Incomplete application forms will not be considered for admission.
- Any applicant found guilty of suppressing or misrepresenting material facts will have their application summarily rejected.

Eligibility Criteria

- Admissions are open to all candidates, without any privilege or discrimination based on race, religion, or language.
- 1st Year (3-Year DAE Program):
Candidate must have passed either:
 - Technical School Certificate (TSC), or
 - Secondary School Certificate (SSC – Science) with a minimum of 40% marks, or
 - An equivalent foreign examination recognized by the Sindh Board of Technical Education (SBTE).
- Age Limits (as of the last date of form submission):
 - Minimum: 15 years
 - Maximum: 35 years

Note: The maximum age limit may be relaxed by up to two years at the discretion of the Principal.



AMSTech Rules & Conduct

- Candidates with equivalent or higher qualifications are also eligible, provided they fall within the prescribed age limits.
- Candidates holding foreign nationality are eligible for admission.

Admission Process

- Submission Requirements:
 - Online applicants: A printed copy of the duly completed online admission form, signed and dated by the candidate.
 - On-site applicants: The original, completed admission form.
- In both cases, the completed admission form must be submitted to the Admissions Department along with:
 - Required supporting documents
 - Paid processing fee challan of PKR 500/-
 - Document verification fee of PKR 300/-
- Incomplete application forms will not be accepted.
- The list of selected candidates will be displayed on the Institute's official notice board.
- Selection is strictly merit-based.
- The Principal reserves the right to reject any admission application without providing a reason.

Submission of Admission Form & ERP Integration

All admission forms must be submitted to the Admissions Department. After scrutiny, they will be uploaded to the AMSTech ERP Portal. All admission processes are now conducted exclusively through the ERP Portal. Upon successful admission, students will be assigned an ERP ID, through which all academic activities (attendance, assignments, mid-term results, etc.) will be managed and accessible.

Admission to a Second Diploma Course or Technology

Candidates who have already qualified for the Diploma of Associate Engineer (DAE) in one technology are not permitted to enroll in a regular program for a second diploma in another course or technology.

Mode of Admission Fee Payment



AMSTech Rules & Conduct

- Selected candidates must pay their fees online at Al Falah Bank using a QR code or at the AMSTech office using the prescribed challan.
- After depositing fees, candidates must complete their admission by submitting the following documents to the AMSTech Registration Office:
 - A copy of the paid fee challan
 - Original Migration Certificate
 - Attested copies of Marksheet / Provisional Certificate
- Failure to complete the admission process as outlined above or to join classes by the specified date will result in the seat being declared vacant and offered to a candidate on the waiting list.
- The Principal is the competent authority to cancel or withdraw a candidate's admission after providing them an opportunity to be heard.
- Admitted students will be issued Student Identity Cards. All students must carry and present their original AMSTech ID card upon request.
- Requests for a change of technology or shift may be considered within one month of admission, subject to seat availability. A fee of PKR 2,000/- will be charged for any such change.

Promotion to Subsequent Classes

- Promotion to Second Year: A first-year student who passes at least two (02) subjects of their technology in the first annual examination of that session shall be promoted to the second year. They will be permitted to reappear in the failing subjects. Failure to pass at least two subjects will result in non-promotion; the student must repeat the relevant examinations.
- Promotion to Third Year: A second-year student who fails to pass any subject(s) of the second year in the annual examinations will be promoted to the third year and must reappear in the failing courses during subsequent examinations.
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02. EXAMINATION REGULATIONS

Registration with SBTE

- All admitted students must register with the Sindh Board of Technical Education (SBTE). The completed Registration Form along with required documents must be submitted by the SBTE deadline.
- Students who fail to register with SBTE will not be permitted to submit examination forms and will consequently lose their AMSTech studentship.



AMSTech Rules & Conduct

Modes of Examination

- (i) Mid-Term Examination:
Conducted at the mid of the academic year of the DAE program by AMSTech. Results and overall student performance are shared with parents or guardians.
- (ii) Annual / Board Examination:
 - The SBTE conducts annual examinations throughout Sindh Province. Admit cards are issued only to eligible students.
 - Attendance Requirement: A minimum of 75% attendance in teaching classes is mandatory to appear in board examinations.
 - Medium of Instruction: English is used for teaching, instruction, and examination.
 - Registration and examination forms must be submitted through the Institute (not directly by students).
 - No examination form will be accepted without the registration slip issued by SBTE.
 - A student who does not appear in board examinations for two consecutive academic years will be declared ineligible to reappear and will be removed from the Institute's rolls.
 - First-year students passing at least two subjects of their technology in the first annual examination may reappear in the failing subjects.
 - Second-year students failing any number of subjects must reappear in those failing courses.

Time Limit to Complete DAE

A student registered in any DAE program must pass all courses and subjects within twelve (12) consecutive examination chances from the date of registration. Failure to appear in any board examination for any reason will count as one of the twelve prescribed chances.

Special Chance

No special chance will be granted to any candidate under any circumstances after they have exhausted the prescribed twelve (12) chances from their registration date.

Grace Marks Policy

Grace marks are applicable only to candidates who have appeared in the third-year examination:

- Grace marks will be reduced from 1% to 0.5%.
- The 0.5% grace marks will be calculated excluding practical or sessional marks, based on the aggregate marks of the first, second, and third years of each technology.



AMSTech Rules & Conduct

- A maximum of six (6) grace marks may be awarded in one subject.
- Grace marks will not be awarded in practical components.
- Grace marks will not be awarded to candidates improving marks, grade, or division.

Improvement of Division or Grade

- A DAE student may improve their grade, division, or marks within one year of passing the DAE examination.
- The student may reappear in a maximum of three (03) theory subjects of their choice from the entire DAE course.
- If marks do not improve in any of the three subjects, the original marks will stand.
- To reappear in more than three subjects, the student must reappear in all subjects.

Award of Diploma

- The SBTE awards the Diploma of Associate Engineer (DAE) to successful candidates, who are placed under prescribed categories.
- AMSTech issues a Provisional Certificate to successful candidates as per the above.

Assessment Rules

- Theory Component: Minimum 40% marks required to pass.
- Practical Component: Minimum 50% marks required in both sessional and final parts separately.
- To pass a course, a student must pass theory and practical components independently.
- Passing one component (theory or practical) exempts the student from reappearing in that component.
- Passing the sessional part exempts the student from repeating it.
- Theory examinations are conducted by SBTE for 100% of the total marks assigned to the theory component.

Distribution of Marks (Practical Component)

(As per SBTE-prescribed structure – specific percentages to be inserted as per official schedule)

Sessional Part

S. No	Academic Activity	Marks
1	Class Attendance	05
2	Class Participation	05

Final Part

S. No	Academic Activity	Marks
1	Viva Voice	20
2	Practical Demonstration	10



AMSTech Rules & Conduct

3	Oral Presentation	10
4	Assignments, Monthly Tests	10
5	Lab Work (Practical Journal)	10
6	Mid- Term Examination	10
	Total Session Marks	50

3	Final Project (Task Distribution Assessment)	20
	Total Final Marks	50

Attendance Rules

- A candidate must maintain at least 75% attendance in all subjects.
- The Principal may condone up to 10% attendance shortage on genuine grounds, at their discretion.
- If a candidate is short of the required attendance at the time of form submission to the board but is likely to make up the shortage, the Principal may provisionally send the form. If the shortage is not made up, the Principal will withdraw the candidate's candidature at least 15 days before examinations.
- Examination forms of candidates with less than required attendance will not be forwarded.
- No examination form or fee will be accepted unless routed through the Principal.
- Attendance is calculated based on total teaching hours (theory and practical) held during the academic session.
- Official participation in co-curricular activities counts toward attendance for the duration of authorized absence.
- Detailed attendance records must be produced for inspection upon request by the Board or senior officers.

03. STUDENT FACILITIES & CODE OF CONDUCT

Identity Card

- The Institute ID card is an official identity document linking the student to their roll number, address, enrollment date, and fee status.
- Students are responsible for any loss or mutilation of their ID card.
- Duplicate ID cards are issued only after the principal's approval, upon submission of an FIR copy and payment of a PKR 500/- penalty.
- Display of the ID card on the uniform is mandatory.

Prescribed Uniform



AMSTech Rules & Conduct

- Boys: White shirt with AMSTech emblem on the pocket, gray trousers, black shoes with socks. Winter: Blue sweater or blazer.
- No student will be permitted to enter the Institute, attend class, or use any facility (including the library) without the prescribed uniform and visible ID card.

Discipline & Conduct

- All students must adhere to Institute rules and are under the disciplinary authority of the Principal.
- Breach of rules, misconduct, irregular attendance, idleness, or lack of academic progress may result in disciplinary action, including expulsion or rustication. The Principal is the sole and final authority in such matters.
- Absence for seven consecutive days without notice (from theory or practical classes) will result in suspension from studies until a satisfactory explanation is submitted and accepted.
- A student wishing to leave the Institute must submit a written application countersigned by a parent or guardian.
- Students are strictly forbidden from communicating directly with any authority other than the Head of Department.

The following are considered acts of indiscipline:

- Use of indecent or filthy language
- Disorderly behavior (shouting, abusing, quarreling, fighting, insolence)
- Defiance of authority
- False information or willful suppression of information, cheating, or deceiving
- Visiting areas declared out of bounds
- Inciting strikes, walkouts, or unauthorized processions
- Shouting slogans derogatory to the Institute or its officers or teachers; wall chalking; misuse of notice boards
- Political activities on campus
- Unauthorized display of banners or posters
- Refusal to show ID card upon request
- Improper wearing of uniform
- Misuse of prayer areas without written approval



AMSTech Rules & Conduct

- Cheating or attempting to cheat in examinations
- Boycotting, persuading, or forcing others to boycott or disrupt examinations
- Willful damage to Institute property (costs will be charged to the student as per Disciplinary Committee recommendations)
- Mobile phones are strictly prohibited on Institute premises. Telephone service will be provided by the Institute.

Institute Timings

- Morning Shift Classes: 8:30 AM – 3:00 PM
- Office Timing : 9:00 _ 5:00 PM

Note: Sections covering Library, Laboratories, Sports, Canteen, Industrial Visits, Counseling, Functions, Scholarships, etc., follow the same professional structure. Full details are available upon request.

04. SCHOLARSHIPS & MEDALS

Scholarships

- Merit scholarships (equivalent to first-year tuition fee) are awarded to SSC or TSC students with Grade A-1 or A seeking admission to the first year of DAE. On first come first serve bases (1st Term Student) These scholarships are renewable annually upon passing all exams in the first attempt with a minimum Grade “A”.
- Scholarships and financial assistance (up to 75% tuition fee concession) are provided based on financial hardship, academic merit, attendance, and examination results, as determined by the Scholarship Committee.
- Hafiz-e-Quran, & Sibling Scholarships

Medals

Allama Raza Saqib Mustafai Gold, Silver, and Bronze Medals are awarded by the donor’s family to students securing first, second, and third positions, respectively, in the final SBTE examinations.

Admission to Engineering Universities

DAE graduates are eligible for admission to BS Tech Engineering and BS Engineering programs at any recognized engineering university.



AMSTech Rules & Conduct
