

Welcome to EduCareer Sindh Institute Sukkur!

EduCareer adheres to established policies governing students' education and training at the institute.

1) Commitment to Institute Values

I commit to upholding the Objectives, Mission, Vision, and Philosophy of EduCareer Sindh Institute.

2) Our Objectives

EduCareer Sindh Institute aims to serve the community by empowering students with cost-effective, quality, internationally recognized qualifications in healthcare and emerging technology sectors, aligned with global industry standards.

3) Mission Statement

Our mission is to bridge the gap between academics and industry through innovative work-based learning programs, equipping students with essential skills and knowledge to thrive in the dynamic global marketplace.

4) Our Philosophy

At EduCareer Sindh Institute, we emphasize bridging the gap between academics and industry through innovative, work-based learning. We equip students with essential skills to thrive in a global marketplace, emphasizing excellence, integrity, and lifelong learning. Through collaboration with industry and academic partners, we provide real-world experiences that prepare students for successful careers.

5) Terms & Conditions

Every student is required to carefully read, understand, and accept the following terms and conditions before admission. These terms shall remain applicable throughout the duration of the student's enrollment at EduCareer Sindh Institute, Sukkur.

6) Professional Development for Global Industry Readiness

All students are required to actively participate in Microsoft Healthcare, Data, AI, and Security training. Sessional marks will be calculated based on participation in this training.

7) Extracurricular Activities

1. Participation in extracurricular activities is essential for my holistic development. These include:
2. Sports Activities
3. Hospital Tours
4. Galas & Recreational Trips (e.g., to hilly areas, seaside, and cultural sites)

5. Workshops, Seminars, Conferences
6. Academic Competitions & Symposiums

8) Dress Code

1. Students must wear a white apron during institute hours.
2. Clothing must be neat, clean, and presentable.
3. Violators of the dress code will be fined up to Rs. 1,000 and may be restricted from attending classes.

9) HEC Policy Compliance

1. I will strictly follow the HEC Policy on Protection Against Sexual Harassment.
2. I will adhere to the HEC Plagiarism Policy and understand that academic dishonesty can result in failure, suspension, or expulsion.
3. I will comply with the HEC Undergraduate Admission Policy and all examination regulations set by the institute and university.
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10) Institute Affiliation Policy

1. The institute reserves the right to change its affiliation with another university without prior notice.
2. The students will comply with any academic policy adjustments due to such shifts.

11) Clinical & Industry Training

1. I will actively participate in hospital tours, clinical training, and industry visits to enhance my practical knowledge.
2. The institute will facilitate clinical training in available slots, and I must complete required hospital attachments as per my program.
3. 75% attendance is compulsory in clinical training.

12) Sports & Recreational Activities

1. The institute encourages physical education through indoor and outdoor sports.
2. Annual sports events and tournaments will be arranged to promote well-being and teamwork.
3. All such activities shall be planned after closing of the semester and conduction of exams.

13) Gala Events & Student Recreation

1. The students will organize welcome and farewell functions, academic competitions, and talent showcases.
2. I will actively participate in Qirat, Naat, debates, quizzes, and research competitions.
3. I agree to bear all expenses related to extracurricular activities, workshops, seminars, other associated costs.

14) General Conduct and Compliance

1. All students must adhere to the rules, regulations, and policies prescribed by EduCareer Sindh Institute, Sukkur, and any updates or modifications issued from time to time.
2. Students are expected to maintain discipline, respect, and decorum within the institute premises and during all academic, training, and co-curricular activities.
3. Any form of misconduct, harassment, indiscipline, or violation of institute rules will lead to disciplinary action, which may include suspension or permanent expulsion.

15) Attendance

1. Students must maintain a minimum attendance of 85% in all courses, training sessions, clinical training, labs training, and practical classes during each semester/ year.
2. Students failing to attend institute for 10 days will lead to suspension/ expulsion from institute.
3. A fine of Rs. 100 per day shall be imposed for absence, and it must be paid before the student is allowed to attend the next class.
4. Attendance will be recorded regularly, and failure to meet the minimum attendance requirement may result in:
5. Disqualification from appearing in mid-term or final examinations.
6. Withholding of internal assessment marks or results.
7. In severe cases, cancellation of admission or repetition of the semester at the student's own expense.
8. No relaxation in attendance will be granted except in cases of documented medical emergencies or other valid reasons approved by the Institute's administration.

16) Fee

1. Students must pay tuition fees, examination fees, and other dues strictly as per the fee schedule notified by the institute.
2. Degree students are required to pay the semester fee in advance before the commencement of university semester examinations. However, financially needy students may be granted an extension of up to 15 days after the start of classes to pay the fees.
3. A fine of Rs. 50 per day shall be imposed for late payment.
4. Any student who fails to deposit the fee within 30 days from the commencement of classes shall be suspended from the institute.
5. If fees remain unpaid after the grace period, the student may be barred from classes, exams, or training sessions until dues are cleared.
6. Fees once paid are non-refundable and non-transferable, except in cases where the institute itself cancels admission before commencement of classes.
7. It is mandatory for students who fail in semester examinations to attend classes and pay the total semester fee.
8. It is mandatory for term-back students to attend classes and pay 50% of the total semester fee.

17) Re-admission Policy for Expelled or Terminated Students

Students who have been expelled or terminated from the institute and wish to seek re-admission are required to:

1. Submit a formal **undertaking** acknowledging compliance with all institutional rules and regulations.
2. Pay a **re-admission fee of Rs. 50,000/-** in addition to any outstanding dues.

18) Study and Training Schedules

1. Students must strictly follow all study schedules, class timetables, and training sessions as announced by the academic department.
2. Participation in training, internships, and workshops organized by the institute or affiliated organizations is mandatory, as these form part of the degree completion requirements.
3. Unauthorized absence from scheduled training or practical work will be treated as non-compliance, leading to disciplinary or academic penalties.
4. The institute reserves the right to revise class timings, training schedules, or academic calendars as required without prior notice.

19) Academic Integrity

1. Students must uphold the highest standards of honesty and integrity in all academic work.
2. Any form of cheating, plagiarism, impersonation, or falsification of documents is strictly prohibited and may result in immediate dismissal from the institute.
3. Students are responsible for completing all assignments, projects, and examinations independently and on time.

20) Institute Property and Facilities

1. Students must respect and protect all institute property, equipment, and infrastructure.
2. Any damage, intentional or accidental, to institute property must be reported immediately and compensated by the student responsible.
3. Misuse of institute facilities, including computer labs, library resources, or internet access, will lead to disciplinary action.

21) Code of Conduct and Dress Policy

1. Students are required to follow the dress code and identity display policy prescribed by the institute.
2. Students must behave courteously with faculty, administrative staff, and fellow students.
3. Political, religious, or unauthorized gatherings or activities within the institute premises are strictly prohibited.

22) Examination and Evaluation Policy

1. Students must appear in all quizzes, assignments, mid-terms, and final exams as per the academic calendar.
2. Absence in any assessment without approved reason will result in zero marks for that component.

3. The decision of the examination committee regarding grading or disciplinary issues shall be final and binding.

23) Communication and Notifications

1. All official notifications, announcements, and updates will be communicated via official notice boards, email, or student portals.
2. It is the student's responsibility to stay informed of all announcements and comply with deadlines and requirements.

24) Institute's Rights

1. The institute reserves the right to amend, modify, or update any policy, fee structure, or academic schedule without prior notice.
2. The institute may take disciplinary, administrative, or legal action in case of violation of these terms and conditions.
3. Admission to the institute implies acceptance of all rules, policies, and amendments that may be introduced during the student's enrollment period.

25) Documents Policy

1. I undertake to follow the Documents Policy of the institute as under.
2. I will submit my original Certificate/ Degree of Master/Bachelor/ FSc/ SSC in the institute till completion of my education.
3. I will email / upload the color scan copies of all documents on ERP.
4. I fulfill the requirement of admission in the applied program and agreed to pay the verification fees of my documents.
5. The institute can cancel my admission if any document is found fake and take legal action.
6. I am submitting the required documents as under.
7. CNIC/ B. Form (Color Scan Copy)
8. Domicile (Color Scan Copy)
9. Passport Size Photo (6 Photos and Color Scan Copy)
10. Original Experience Letter (For Professionals Only)
11. Original Hospital Attachment Letter for Clinical Training (if out of Sukkur Region)
12. Original Character Certificate of Previous Institute
13. Original Two Reference Letters in the name of institute for admission (One from previous institute, one from Govt. Officer)
14. Original Certificates/ Degree
15. Admission Form
16. Undertaking on Stamp Paper of Rs. 100/- with signature on all pages

26) Migration Policy:

1. Migration Fee: A non-refundable processing fee of PKR 100,000/- is required for all migration requests.
2. Clearance Requirements: All outstanding dues, including tuition fees, fines, and any other charges, must be fully settled prior to migration.
3. Eligibility: Students who have been expelled or suspended or failed are not eligible for migration.
4. Academic Records: No academic records or certificates will be released until complete payment is verified.
5. Approval Process: Migration requests are subject to written approval from the competent authority.
6. Grounds for Denial: The institute reserves the right to deny migration requests in cases of: Pending disciplinary actions, Unresolved academic matters, Other institutional obligations
7. Processing Time: Approved applications will require 45 working days for processing.
8. Issuance of Migration Certificate: The migration certificate will only be issued after full compliance with all requirements.
9. Application Submission & City Restriction: Students seeking migration must apply specifying the name of the institute to which they wish to transfer. The current institute will facilitate the process. However, as per university policy, migration within the same city is not permitted; therefore, such applications will not be accepted.

27) Clinical and Practical Training

✓ Mandatory Clinical and Practical Attendance

1. Attendance in clinical postings, hospital rotations, laboratory sessions, and practical work is compulsory for all students as per the schedule issued by the institute.
2. Each student must maintain at least 85% attendance in clinical and practical sessions during every semester to remain eligible for internal and final assessments.
3. Absence from clinical or practical duties without prior written approval will be treated as unauthorized and recorded as absent.

✓ Punctuality and Discipline

1. Students must report to their assigned wards, departments, or laboratories on time as per the official duty roster.
2. Late arrival, early departure, or neglect of assigned duties will be considered violation of discipline and may result in warnings or disciplinary action.
3. Students are expected to show professional behavior while attending patients, interacting with hospital staff, and performing assigned clinical tasks.

✓ Conduct and Professional Ethics

1. During clinical postings, students must display ethical conduct, courtesy, and confidentiality in all patient interactions.
2. Students are strictly prohibited from using mobile phones during clinical hours, taking photographs or videos of patients or medical records, or sharing confidential data.
3. Any misconduct or breach of hospital ethics will lead to disciplinary action, which may include suspension from clinical duties or expulsion from the institute.

✓ **Compliance with Hospital and Institute Rules**

Students must follow all rules, dress codes, safety protocols, and hygiene standards set by the hospital and the institute.

Wearing the prescribed uniform, identity card, and protective gear (if required) during hospital postings is mandatory.

Students must strictly adhere to the reporting hierarchy — all clinical work shall be performed under the supervision of designated instructors, coordinators, or hospital staff.

✓ **Attendance Records and Evaluation**

Clinical supervisors will maintain daily attendance and performance records, which will contribute to the student's internal assessment and practical grading.

Students with attendance below the required percentage or with unsatisfactory performance may be declared ineligible for exams or required to repeat the clinical term.

No make-up sessions will be arranged for missed hospital duties unless specifically approved by the administration due to genuine medical or family emergencies, supported by valid documentation.

✓ **Liability and Safety**

Students are responsible for maintaining their own safety and hygiene while attending hospital duties.

The institute and hospital will not be liable for any injury, infection, or incident resulting from negligence or non-compliance with safety protocols.

In case of accidental injury or exposure, the student must immediately report to the clinical instructor or hospital supervisor for necessary documentation and care.

28) Social Media Policy

✓ **Official Platforms**

Students are required to follow and engage with the official social media platforms of **EduCareer Sindh Institute Sukkur** and **Ghunchas** for updates, announcements, and community interaction.

✓ **LinkedIn Profile Requirement**

Students must create a **LinkedIn account** (if not already existing).

They should list **EduCareer Sindh Institute** as their **Training Institute** and **Ghunchas** as their **Internship Organization** in their profile.

✓ **Positive Representation**

Students are expected to support and promote EduCareer and Ghunchas projects on social media in a professional and positive manner.

Posting misleading information, complaints, or negative remarks about EduCareer or Ghunchas on any social media platform is strictly prohibited. Any grievances should be addressed through official channels.

✓ **Compliance and Consequences**

Non-compliance with this policy may lead to disciplinary action, including suspension of privileges or termination from the program.

29) Communication and Compliance Policy

1. Complaint Escalation Process

✓ All student complaints or concerns must follow the official escalation procedure:

- **Step 1:** Submit the complaint in writing to the **Principal** (principal@educareer.edu.pk)
- **Step 2:** If unresolved within **7 days**, escalate to the **Director**. (director@educareer.edu.pk)
- **Step 3:** If still unresolved after **14 days**, escalate to the **CEO**. (sohail@ghunchas.com).

✓ **Prohibited External Communication**

- Students are **strictly prohibited** from approaching any external platform, including:
 - Regulatory bodies
 - Media outlets
 - Social media platforms
- for complaints or grievances against **EduCareer Sindh Institute** or **Ghunchas**. All issues must be addressed through internal channels only.

2. Violation and Consequences

- Any violation of this policy will result in **disciplinary action**, which may include:
 - **Termination from the program**
 - **Financial penalty/fine** as determined by the institute

30) Attendance Policy for Open Distance Learning (ODL) Programs for Students out of Sukkur

Flexibility in Attendance

- ✓ ODL programs are designed for flexibility; however, active participation in scheduled online sessions, labs training, clinical training, and assessments is essential for successful completion.

Mandatory Engagement

- ✓ Students must log in to the Learning Management System (LMS) at least 3 times per week to access course materials, submit assignments, and participate in discussions.

Virtual Class Attendance

- ✓ Attendance in live virtual classes is strongly recommended. A minimum of 70% attendance in synchronous sessions may be required for certain courses with practical components.

Tracking and Monitoring

- ✓ Attendance will be tracked through LMS login records, participation in discussion boards, and submission of assignments.

Assignment Submission

- ✓ Timely submission of assignments and projects will be considered part of attendance and engagement.

Minimum Participation Requirement

- ✓ Failure to meet the minimum participation requirement (e.g., LMS activity and assignment submission) may result in:
 - Warning notice
 - Loss of course credit
 - Disqualification from final assessment

Self-Paced Modules

- ✓ For self-paced courses, students must complete all modules and assessments within the stipulated timeframe to be marked as “attended.”

Attendance for Practical/Field Work

- ✓ Any practical or field-based component will have separate attendance requirements communicated by the instructor.

NOTE: The candidate is required to print these terms & conditions on Stamp Paper, sign, get attested and submit/ email/post to the admission office.