MANUAL OF DOCTRINES

Issued by: Governance Department

2nd February 2022

SKANS School of Accountancy- Policies & Guidelines

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Academic Policies

CLASS ATTENDANCE POLICY

Students are expected not only to be regular in their class but also they must observe punctuality as well. This is one of the keys of success in professional examinations. The school regards it an important factor and monitors student attendance rigorously.

Following steps are to be adhered with regards to student attendance:

- Students are required to submit a leave application. Leave without application is disallowed and the school management will have the right to inform your parents/guardian about such leave.
- If a student's remains absent for consecutive **three** days or beyond a specified percentage (predefined by the management but may vary from campus to campus), the School will call the student's residence to inquire about the reason of leaves. In case of further consecutive leaves, the School shall strike off the student's name from college roll and disable entry into the School.
- In case of disciplinary action, a student's tuition fee is non-refundable and if you wish to continue studies, you shall be required to deposit re-admission fee to the college and submit an undertaking of regularity infuture.
- Should you wish to cover a missed lecture, please talk to your lecturer or Coordinator for makeup class or you may see one of the teacher assistants during school hours. In case of UN approved leave the teacher is not responsible to conduct separate tutorial for absent student.
- The Course Coordinator or an officer authorized, is empowered to remove your name from class attendance if, he/she believes that you have displayed a falsified behavior and also we reserve the right toreport to the professional body.

Note

- *Whether or not your parents finance you, it is extremely important that you must care for your attendancein each class you have enrolled for.*
- *You must ensure that your name is called in the class, as once the class concludes you will not be able to get it marked, unless agreed upon and approved by your lecturer. If your name is not included, please see the Course Coordinator to update the attendance sheet*

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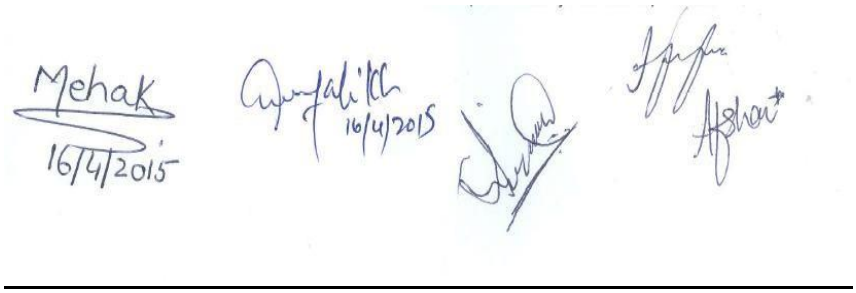
- *Students who are admitted against re-registration cannot carry on classes with the batch in which they were enrolled before rather they would be admitted in new batch starting as fresh.*
- *An SMS alert should be sent to student parents/Guardian at the end of the day, so they can check the progress on daily basis, whereas portal service is also provided to ascertain the outcomes.*
- *Attendance will be taken at the start of the class and after 10 minute the attendance register will be recalled from class by the coordinator. The student will be declared as absent after 10 minute and will not be allowed to enter in class without the permission of coordinator/ Teacher.*

- *Tot is mandatory, an amount of RS.500 fine will be imposed on students for not being present in tot's.*



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CODE OF CONDUCT FOR THE TEACHERS

- Permanent/Visiting faculty members serving at SKANS are not allowed to teach in any other direct or indirect competitor's institute.
- All the faculty members are required to submit the course plan of their subjects well before the commencement of the new session.
- All faculty members must record their attendance as well as of the students, and course covered and students' progress on daily basis in the database.
- Please conduct classes as per students' **"Attendance Policy"**
- Please conduct TOT/Class Test as per **"TOT/TEST policy"**
- Review your "**Monthly Hours Utilization Report"** and discuss if there is any discrepancy.
- At the end of the session submit **"Students Expected ICAP results"** of batch.
- Test/TOT as indicated in course plan must be conducted online (Computer Based) only and NOT manually.
- Take active participation in the development of new Question in CB database of relevant subject during months with reduced academic activity.
- Discuss the "Code of conduct with the Principal" before start and end of the session.
- Discuss on post ICAP result and teacher's evaluation with Principal.
- Report on ICAP study text, Question bank errors /mistakes
- In the event of any emergency, the coordinator should be informed immediately. Similarly, the coordinators should be kept abreast of the class practice/test in order for them to be able to manage the class in relevant teacher's absence.
- Adherence to the completion of course within the stipulated hours is a must.
- All the teachers are expected to demonstrate punctuality and regularity, dedication and to observe the campus timings /class timings (for Visiting).
- If any teacher wants to quit from SKANS during the session, his/her final settlement would be on hold till he/she finishes his/her due course.
- For the best result in ICAP exams, all the teachers are expected to;
    i. Show planning and preparation in organizing the course
    ii. Interactively entertain the ideas, opinions and questions of the students in the class to enhance their knowledge and to clear their concepts.
    iii. Explain all the important points clearly related to the topic in an easy and understandable language by giving valid examples.
    iv. Discourage use of mobile in the class.
    v. Avoid casual leave during the session and timely inform the coordinator for any readjustment of the class.

vi. Any Missed class should be conducted within next week as a makeup class.

Teachers' morality, dress and use of ethical language and maintaining nondiscriminatory and impersonal relationships with students would serve as a guiding principles for the students.

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Coordination Policies

Freeze/Drop Policy:

- Students have to submit freeze application through students' portal within the one week (seven working days) after commencement of classes without any fee with the prior approval of Principal.
- All others Freeze applicant must pay full fee before submitting freeze application request.
- If any student submitted subject delete application the same rule will be applicable.
- If any student approaches us regarding freeze request after due date, deduction of 35% would be made on his dues.
- If any student wants to drop any of his subjects after CAF result his 35% amount would be deducted.
- If any student submitted application for transfer the subject within one week (seven working days) no deduction shall be made with the approval of Principal.

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Student Attendance Policy

Ref: 2018-07-07 13:31 Attached policy is approved to be effective immediately. Mohammad Sadiq Khokhar

Background:

Summary of the management Views or Input

Input by the HOAs, Senior Faculty members and Coordinators:

- Existing **Student Attendance Policy** must be implemented in letter and spirit by the coordinators /teachers/HOA
- SKANS Portal to reflect correct student's information. (Coordinator, IT)
- All lecture plans must be uploaded on the portal on time {teachers, HOA, ITD)
- Students are provided all academic material on time. (Teachers)----in portal we have such provision
- CA & ACCA promotional material needs to be accurate and encouraging---Marketing HO
- ACCA Result Service must be used. (ITD)
- **A consolidated** weekly report from ITD, coordinator and HOA particularly ITD shall be very helpful where he can judge the problem students and monitor the issue effectively.
- Before this, parents be taken in to loop at three times either at call or meeting, as it has been observed parents do not cooperate coming to campus. (cell numbers of right person in Data base)
- Sms on daily basis without interruption.
- A summary report of recommendation of ITD duly discussed with HOA, coordinator and teacher be forwarded to CEO for approval to remove student from the class.
- **Best documented efforts** must be demonstrated by all the departments at their end as per **Annexure -1**

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Student Attendance Policy

The policy is designed to enforce students' attendance standards in SKANS, School of Accountancy, Islamabad. Three levels of monitoring and disciplinary actions will be taken in this regard.

Notes:

1. Result will be counted on basis of remaining students without any adjustment.
2. No drops or adjustment in a batch strength will be made until it is approved by CEO in writing.

The Drop Paper Policy:

S. No.	Type	EVENTS	CA	ACCA	New policy
1	Students request to delate papers	Written request from a students	Already policy exist	Already policy exist	NA
2	Student request to freeze paper	Written request from a students	Already policy exist	Already policy exist	NA
3	Drop paper policy				
	a)	Based on ICAP/ACCA RESULT	Already policy exist	Already policy exist	NA
	b)	Analysis based on ICAP/ACCA EXAM SUBMISSION FORM	POLICY needed	POLICY needed	Within one week- A written request of a student with management recommendations will be sent to CEO for his approval
	c)	Low attendance and poor performance	POLICY needed	POLICY needed	On a regular basis an outstanding fee review will be carried out by Finance together with Coordinator. A written request by a coordinator together with HOA endorsement will be sent to CEO for his approval.
	d)	None payment for full or partial fee	POLICY needed	POLICY needed	On a regular basis or based on event a written request of the relevant management recommendations together with HOA endorsement will be sent to CEO for his approval.

Annexure -1

Process to be followed to get the final approval of CEO

LEVEL 1:

- Counseling of the student(s) by the relevant teacher on three separate occasions together in the presence of HOA and Coordinator.
- Counseling must be recorded in written form/email

LEVEL 2:

- PTM must be called by the coordinators on two separate occasions
- PTM must be recorded in written form

LEVEL 3:

Upon compliance of the above two levels, the students would need to be expelled and the name deleted/adjusted from the database if:

- Proposed by the teacher, coordinator or the management
- ~~He/she has paid full outstanding tuition fee~~
- The parents have been taken into confidence
- Written application
- Final approval from CEO

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Undertaking Form

Undertaking Form

Please read, add your name, father name, place of resident, in the space provided and then, if you agree, sign this Undertaking

I Sania Munir Son/Daughter/ of Muhammad Munir
R/o H#302-C ST#87 G-6/1-4 IBD **undertake that I will follow all the terms and conditions given below in this undertaking form by the college authorities and also all other terms and conditions changed by the college authorities time to time during my studies. I undertake as under:**

- That as a registered student of AFC in **SKANS School of accountancy** and I will submit my full Fee (tuition and registration fee) at the time of admission.
- That as a registered of student of CAF shall submit fee accordingly as under;
  - Full tuition fee before the commencement of regular classes.
  - Full tuition fee will be paid by student if he joins regular class late either after result or any other reasons.
  - That the Financial Assistance will not be refundable but will be adjusted in the college tuition fee.
  - That If a student drop any subject because of any reason, thirty five (35 %) of tuition fee should be deducted and remaining fee will not be refunded but freezed and can be used for the next session.

That Scholarships/discount shall be awarded to those students who achieve gold medal, merit certificate or show outstanding academic performance as per the decision of the Management Committee.

NO FEE WILL BE REFUNDED

That need based discount shall be available to the deserving students only after the assessment and final decision of the Management Committee.
That merit based Scholarship/ Discount of 20% of Tuition fee to the Students shall be awarded on achieving overall 90% attendance and obtaining 80% marks in all Monthly Tests.
That student Appear in TOTs and attendance in classes is mandatory for all students. In case of consecutive failure of student he/she will not be allowed to sit in the class unless pass warning test.
That the Student Progress Report will be sent to the parents monthly.
That Students affairs/disciplinary issues shall be strictly dealt by Disciplinary Committee.
That if any student involved in unethical activities, will be dealt by disciplinary Committee and committee can take any action including even expelled from school.
That Any student involved damaging the school property will be held responsible to make the loss good and further necessary action may be taken against him by disciplinary committee in case of serious breach/damage.
That the school timing is from 8:00 am to 5:00 pm, and the class time table will be scheduled within the school timing.
That Student is not allowed to bring any relatives or friends in the school premises without prior permission of school authorities.
That the students shall be liable to provide responsible guardian's name, present and permanent address and telephone number to communicate with regarding the student's activities, the school will not be liable to parents in case of incorrect address.
That Formal dress shall be observed positively.
That the use cell phone or other communication devices strictly prohibited in class rooms.
That smoking in side School premises is strictly prohibited.
That any form of eatable/drinks is not allowed in class in case of breach disciplinary committee can impose fine to the extent of Rs.1000.
That display of student ID card during school timings and in the class is mandatory for all students in case of breach disciplinary committee can impose fine to the extent of Rs.1000 or any other punishment.
That all students are instructed to use separate Note Book for each subject. Rough Work if needed, may be done in the same note book. No separate rough note book is allowed to be used for rough work.
That student will treat all **SKANS** staff and fellow students, agents or others with respect.
That Misbehavior/Unethical behavior with the teacher or with any class fellow in the class or school will be dealt strictly and disciplinary action will be taken against such case.
That I have been read above stated terms and conditions and submitted my unqualified acceptance with free consent.

Acceptance by Student/Parents/Guardian

Date_____

Name _____

Signature_____

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ICAP Admission Requirement

ICAP REGISTRATION

Note: After admission in SKANS, Students must register with ICAP by fulfilling the following requirements.

- Student Registration
- Paper exemption (if applicable)
- Examination with ICAP
- ICAP Financial Assistance (Endowment Fund as date announced by ICAP)

ICAP REGISTRATION

Eligibility Criteria:

- On the basis of intermediate result with 60% marks
- On the basis of Graduation result with 45% marks
- On the basis of A-level result with a minimum of 2 (clear)passed subjects

After admission in SKANS, student must submit his/her ICAP Online registration form within one week, attached with the following documents.

i. ICAP Fee voucher (Must be submitted in any branch of Faisal Bank Rs.13700/-)
ii. Matriculation Certificate Copy PDF
iii. Intermediate Certificate Copy PDF
iv. A-level result sheet (if applying on A-level basis) PDF
v. Graduation Degree Copy (if applying on Graduation basis) PDF
vi. ID Card Copy PDF
vii. 3 Photographs with blue background 1” * 1” JPG

PAPER(S)’ EXEMPTION

Exemption Criteria

On the basis of intermediate result:

Overall 70% and 75% marks in relevant subject (70% syllabus must match with the ICAP syllabus)

On the basis of Graduation result:

Overall 60% and 75% marks in relevant subject (70% syllabus must match with the ICAP syllabus)

i. ICAP Fee voucher (Must be submitted in any branch of Faisal Bank) Rs 13,700/-
ii. Intermediate Certificate Copy PDF
iii. Graduation Certificate Copy PDF
iv. A-level Documents PDF
v. ID Card Copy PDF
vi. 2 Photographs JPG

ICAP ENDOWMENT FUND

A Student must submit his/her ICAP financial assistance application form on and before the dates announced by ICAP

Expected Dates in Months: May and December

All requirements are given on ICAP Financial Assistance form (It can be downloaded from the ICAP official website www.icap.org.pk)

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Inside/Outside Campus Activity Policy:

- If any request for event like birthday celebration should be channelized through course coordinator.
- Names of the participants should be provided.
- Event must be carried after classes.
- Two persons of management team must attend the celebration party. **(one member of male/one member of female)**
- In case of any damage or loss, 100% recovery should be made by the participants or organizer.
- **Study calendar** should be sent to all **HODs** before start of the session.
- A **reminder** should be sent before ten days to the **HODs** regarding activity as mentioned in the study calendar.
- All collective events like **annual function**, **Expo or Students**, **Trip** should be organized on following basis.

  Member of organizing team must be:

  i. Senior students
  ii. who have over 80% class attendance,
  iii. Must passed all class tests and
  iv. Also qualify ICAP exam in one go.

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Subject Transfer Policy

- If any student applies for transfer of Subject a counseling form should be issued and visited to relevant teacher for three times.
- If the relevant teacher does not satisfy the student, batch should be transferred with the prior approval of Principal and Teacher.
- If the transfer is requested by the student after one week that would be entertained with submission of transfer fee of RS. 5000/- along with the counseling form.

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Acknowledgment

I hereby _____ Son/Daughter/of _____ acknowledge on the following matters:

- Portal user name and Password has been assigned to me.
- Use of Student Portal on regular basis.
- We will formally keep follow-up with the management.
- We will formally communicate Skan's Management in case of any extracurricular activity to be held in the class or inside the premises of SKANS.
- Documentation with the ICAP should be done in time or before due date as announced by the ICAP or SKANS.

Login Procedure:

www.skans.pk

Student login

User name _____

Password _____

For online CBE home practice if there is any query regarding login troubleshooting or else, please submit your online request to our IT support department or communicate with us directly.

Signature

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Standard Operating Procedures (SOPs) for Parent Teacher Meeting (PTM)

- Teachers shall initiate an issue relating to student's behavior or performance
- The issue shall be communicated to the coordinator for review
- The coordinator shall give his observations before forwarding it to the Principal
- The HOA shall call the student(s) parents at the campus to discuss the matter at
- length with them.
  i. System based form should be filled by the parents (Front office)
  ii. PTM invitation Message should be sent at the end of each month. Wording approved by CEO.
  iii. Other than PTM invitation, PTM shall be called by the management for weak and low performer students at end of each month. (as per identification of "Analysis report") (Low attendance and low test performance as per students' distribution analysis)

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Standard Operating Procedures (SOPs) for Teachers Evaluation (TE)

- The coordinator shall conduct Teachers Evaluation in AFC/PRC and CAF Batches
- Two-Three Evaluations must be conducted in each academic session. Within 2 months
- IT labs in SKANS Campus and student's own desktops and laptops at home shall be used to evaluate their Teachers on the selected areas.
- The Evaluations shall be used to identify areas of weakness and strategies for improvement.
- Results will be evaluated by the HOA and will be forwarded to CEO.

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Standard Operating Procedures (SOPs) for SKANS Portal Utilization (SPU)

- Students shall be encouraged to use Portal to updates their Leaves and Absences
- Students shall be encouraged to use the SKANS Portal for updates on students' performance
- and behavior
- Teachers shall be encouraged to upload worksheets on the Portal

SKANS School of Accountancy- Policies & Guidelines

SOP on Batch Size Dated :25-12-2021

Objective:

The primary purpose of this SOP is to fix up the size of batches in Pre/Post ICAP results at PRC and CAF Levels. It would also provide an opportunity to the management to take proper actions and timely measures on the identified" SMALL SIZE BATCH" in the Post ICAP results.

Scope:

This SOP is applicable to all the three CA Campuses of SKANS.

Current Policy on the "Size of the Batch":

Under the current policy the management with the prior approval of the CEO can start any batch . (along with session planning and session study calendar)

Identified Drawback:

When low batches are formed, at the end only very small size (2 0r 3) of students are to be appeared in the ICAP exams. which is not feasible.

New Policy on the "Size of the Batch":

Under the new policy management is required to take proper approval from the CEO on the following:

- To start a batch having more than forty **(40) students**.
- To start a batch having less than ten (10) **NET OFF students** along with the reasons thereof.

For this, make sure that after ICAP results the number of students will not be dropped out or will not be affected by any other variables as per the ICAP result compilation policy 15th December 2020.

In case the batch that was started will be affected due to the result the management has to merge that batch with the other existing batches. Therefore, management should

communicate this policy at the time of enrollments for such "Small size of batches" to all the students and parents.

The benchmark must be ten (10) **NET OFF students** those must have to appear in the ICAP EXAMs.

Responsibility to take the approval:

The operational management must take the approvals on account of batch planning and study calendar for each session.

Effective Date of This SOP:

The effective date of this SOP will be from and onward dated 25th December 2021 and applicable on the March 2022 session at PRC and CAF levels in all three CA Campuses.

Note:

- **All exception (in size of batch or other planning or norms) should be approved by Sir Sadiq. (dated: 18-12-2021)**
- **NET OFF Students: Students should be the appeared in ICAP Exams in the capacity of Pass or fail. (this will be based on operational management pre best judgement/estimates and ongoing batch students' performance over/during the session)**

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Standard Operating Procedures of Structured Lecture Plan-(SLP-2021)

1.1 SLP-Framework-2021:

This Structured Lecture Plan framework consists of the following components:

- SOPs for SLP-2021
- Standard SLP-2021 Planning Templates for Defined Parameters
- Single Study Calendar
- CAF-SLP-2021(backend file)
- AFC-SLP-2021(backend file)
- Uploading CAF-SLP-2021
- Uploading AFC-SLP-2021
- Consolidated Study Calendar-CAF-level

1.2 Objective

The primary purpose of this framework is to provide guidelines and directions for the preparation and uploading of Structured Lecture Plan -2021 at AFC/PRC Levels and CAF Levels. For this purpose, SLP framework (SLP-framework-2021) is going to be issued for the implementation in all three CA Campuses of SKANS with immediate effect.

1.3 Scope of SOP

This SOP is applicable to all three CA Campuses of SKANS for the preparation and uploading of SLP-2021.

1.4 Definition of Structured Lecture Plan (SLP-2021)

A structured lecture plan is comprised of standards for compliance of all steps needs to befollowed for the preparation and uploading of SLP-2021 by relevant departments.

1.5 Features of SLP-2021:

- Standardized testing including testing codes in SLP-2021.
- Standardized Number of Tests/Mid-term and Mock in SLP-2021.
- The SLP must use “Test Online Code ---------- “to represent test on specified day/date.
- The SLP must use “Home Online Code Quiz/Assignments ---------- “to represent the online

home activity on specified day/date.

- SLP should be applicable for 3-5 years after the date of approval. (After first session end).
- Mapping of testing at CAF Level in very logical manner.
- Built-in Midterm Timetable as per policy.
- Built-in Mock Timetable as per policy. (On 75% completion of course as per policy)
- Class-Test, Mid -Term and Mock should be on single line in Coded Form in SLP.
- Specific Test day allocated at AFC stage is for subject -------QMS ---------- Monday
- In future built-in "Questions Numbers/page reference/contents" as per ICAP Study Text. shall be incorporated. (SLP-2022)

1.6 Benefits of SLP-2021:

A structured Lecture Plan (SLP-2021) will help achieve the objectives by adopting:

- Symmetry
- Centralization in future
- Standardization

1.7 Checklist for SLP-2021:

- SOPs for SLP-20-03-2021. (Prepare as per steps given in this SOP once in five years)
- Provide Standard SLP-2021 Planning Templates for defined Parameters-18-03-2021 (S. Manager/Manager students Affairs must prepare at the start of each session and send to Assistant Director IT)

- Provide Single Study Calendar. (S. Manager/Manager students Affairsmust prepare at the start of each session)
- Provide CAF-SLP-2021(backend file) (Prepared by R&D once in five years)
- Provide AFC-SLP-2021(backend file) (Prepared by R&D once in five years)
- Uploading CAF-SLP-2021(for Assistant Director IT for Five Years)
- Uploading AFC-SLP-2021 (for Assistant Directors IT for Five Years)

1.8 Preparation Parameters of SLP-2021:

- Structured Question numbers should be incorporated in the SLP (wherenecessary) as per ICAP Study Text.
- Must cover ICAP Standard Hours or SKANS approved hours as per Policy per subject
- Must have uniform starting dates with optimal utilization (where necessary)

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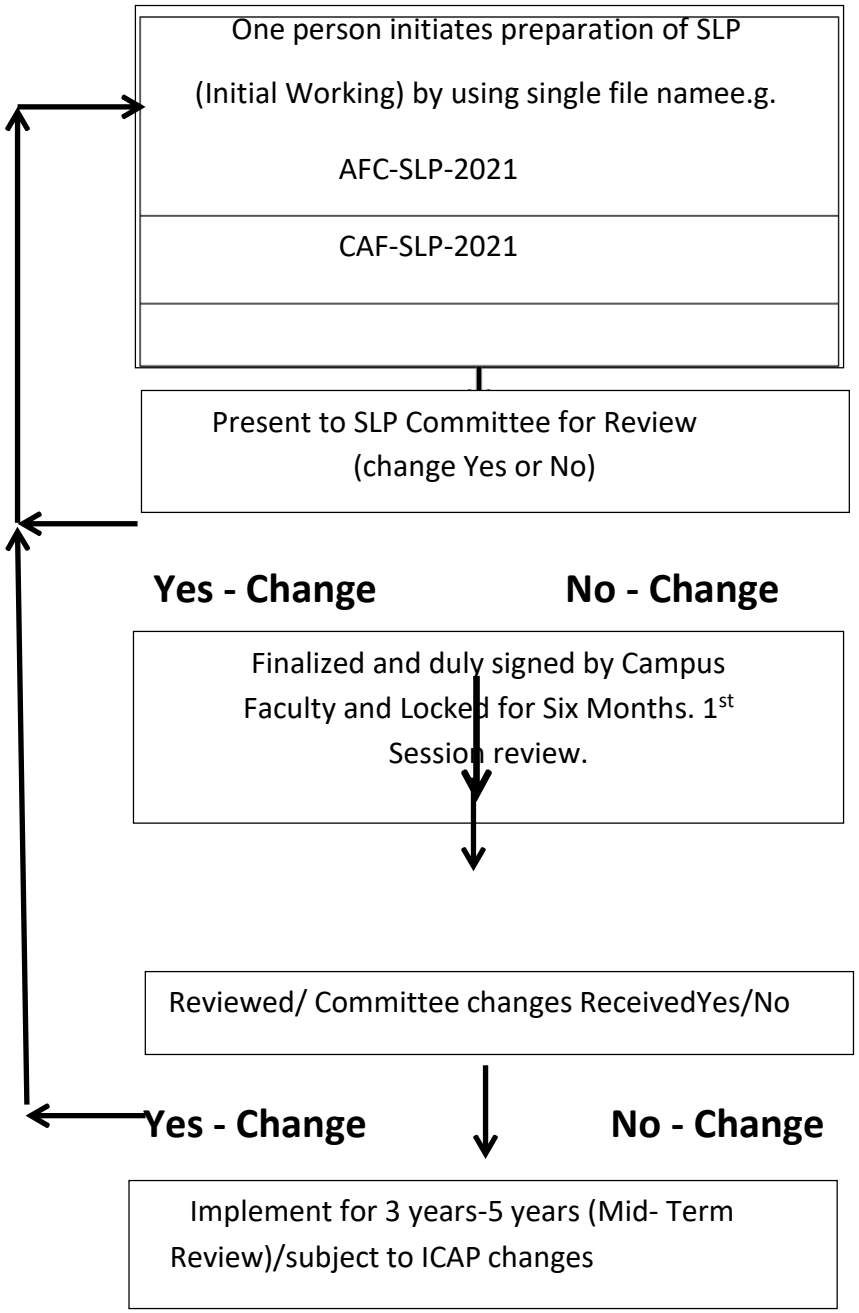
NOTE:

- Policy and SOPs are applicable in the normal situations. Deviation will be allowed with the Principal's formal approval.
- Batch starting date at AFC/PRC and CAF stage should be subject to each campus's requirement.
- Batch ending date of all campuses both at AFC/CAF stage MUST be same for the session respectively.
- No SLP should be uploaded by the Assistant Director IT administrator unless complete parameters are given/provided by the manager students affairs/coordinators in the start ofeach session.
- Manager Students Affairs must follow the "Standard SLP Planning Templates for defined parameters "attached herewith.

How to Prepare SLP (New policy)



1.9 Parameters for Uploading SLP-2021:

- Three (03 days) before the commencement of AFC/PRC and CAF batches, the Manager Student Affairs is required to intimate and provide "Standard SLP Planning Templates for defined Parameters "to the Assistant Director IT (Mr. Salman Saeed) regarding uploadingof SLP.
- AFC-SLP-2021 and CAF-SLP-2021 must be uploaded on the same day of the commencement of AFC/PRC and CAF classes (reset date accordingly).
- Preferably all SLP must be uploaded on the first day of the week "MONDAY" if possible.

- Initially Assistant Director IT /Manager Exams is responsible to reset or adjust the dates according to predefined parameters provided by Manager Student Affairs on the date of commencement of the batch. (Closing Date must be provided with mutual consent by three campuses if possible, otherwise Campus VP may decide a date of closing which should be prior to the ICAP tentative Exams Dates)
- Subsequently the above-mentioned function (Reset dates of SLP) in a session should be performed by Manager Exams with the prior approval of Principal only. (in Abnormal conditions).

1.10 Parameters for Uploading SLP-2021:

- Three (03 days) before the commencement of AFC/PRC and CAF batches, the Manager Student Affairs is required to intimate and provide "Standard SLP Planning Templates for defined Parameters "to the Assistant Director IT (Mr. Salman Saeed) regarding uploadingof SLP.
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1.11 Parameters for Uploading SLP-2021:

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- Preferably all SLP must be uploaded on the first day of the week "MONDAY" if possible.

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- Subsequently the above-mentioned function (Reset dates of SLP) in a session should be performed by Manager Exams with the prior approval of Principal only. (in Abnormal conditions).

How to Upload SLP in Data Base

1.12 Effective Date of This SOP

The effective date of this SOP will be 20th March, 2021 and applicable to June/ September2021 session at AFC and CAF levels in all three CA Campuses.

NOTE:

The Principal reserves the right to amend and over-ride any or all clauses of this documentanytime he thinks necessary to conduct the affairs of the institution.

SKANS School of Accountancy- Policies & Guidelines

SMS Framework-2021

S.no	Type of SMS	Application	Job	Frequency	Reporting Weekly	Reporting Periodically	Future
1	Absent intimation of **all planned classes**	Student mobile number	Coordinators	Daily at 5 pm	VP	Result Content Report	Automation
2	Test Result intimation-online AFC	Student mobile number	Manager Exams	Next day of online tests-class-wise and subject wise	VP	Result Content Report	Automation
3	Test Result intimation-online CAF	Student mobile number	Manager Exams	Next day of online tests-class-wise and subject wise	VP	Result Content Report	Automation
4	Test Result Intimation-Manual CAF	Student mobile number	Manager Exams	Within seven days tests-class-wise and subject wise	VP	Result Content Report	Automation
5	Test announcement date (General message to parents)	Student mobile number	Manager Exams	2 days before the manual test's subject wise	VP	Result Content Report	Automation

				teacher-wise			
6	Teachers' evaluation (General Message to students)	Student mobile number	coordinators	2 days before the TE (3 times in a session) After 33 days	VP	Result Content Report	Automation
7	Due Date of PTM	Student mobile number	coordinators	2 days before the	VP	Result Content Report	Automation

SKANS School of Accountancy- Policies & Guidelines

SOP on Topics- Planned v/s Actual Reporting 19th February 2022 Directive

The SOP regarding TPA (Topic planned Vs Actual) is being in practice by SKANS ST Campus. Now applicable for F8 and RAR as well.

Following SOP in this regard includes:

(1) The E Report Source: is SKANS Portal (Topics-Planned v/s Actual)

(2) From: ACCA, CA Coordinator

(3) To: Director Governance

(4) Each Following Working Day

(5) Copy to: (i) Principal/CEO (ii) Vice Principals (iii) Head of Academics (iv) Manager Exam / ITD

v) Director Research

Note:

The Report Shall be followed by Monthly Summary regarding issues requiring action as may be forwarded for perusal / required action suggested.

For your compliance with immediate effect for the session June and September 2022.

SKANS School of Accountancy- Policies & Guidelines

Management Policies

Staff Uniform Policy

Objective

To ensure SKANS support staff employees who are engaged in service and delivery functions are clearly identified and visible to the campus community as representing the institution. To help make the employees identifiable and visible, **standard uniform dress** is required. This policy provides procedures for promoting a professional image and establishes guidelines for the standard uniform dress.

The benefits derived from this policy are:

1. **Create an Attractive Business Image**.
   Selecting an appropriate employee uniform can immediately establish a professional business image.

2. **Promote a Brand.**
   When employees wear uniforms displaying corporate logos and colors, they help brand and differentiate their business in the markets they serve.

3. **Free Advertising.**
   Well-designed work uniforms worn in public become "walking billboards," for the organization.

4. **Protect Workers.**
   Uniforms deliver functional benefits and prevent workers from injuries.

5. **Improve Security**.
   Company uniforms featuring specific styles or colors quickly identify who does or does not belong in specific work areas or on job sites.

6. **Create Team Spirit.**
   Work uniforms promote a sense of team spirit and a sense of belonging.

7. **Employee Benefit.**
   Employer provided uniforms save employee's money.

8. **Improve Customer Relationships**.
   Work uniforms immediately identify company representatives who can be approached for purchasing information, thereby improving overall customer service.

9. **Promote SKANS Pride**.
   Work uniforms help instill a sense of pride and responsibility and can convert employees into "brand ambassadors" outside the actual workplace.

Scope

This policy applies to all support staff employees at all SKANS campuses. Support staff employees engaged in tasks involving customers are required to wear SKANS designated uniforms at all times while working and representing the organization.

Procedures

- Uniforms will be provided for daily wear while on the job and traveling to and from work at no cost to the employee. Each employee will receive two pairs of uniform once in a year.

- Uniforms must not be worn on or off campus during non-working hours, with the exception of the commute time when reporting to and from work.

- Uniforms are considered institute's property and are to be returned in the event of termination of employment or anytime on demand.

- Uniforms must be maintained in a neat and orderly appearance. Replacement of carelessly soiled uniforms is the responsibility of the employee. Upon issue, uniforms become the responsibility of the employee for maintenance and care.

- Shirts are to be worn tucked in and buttoned. No more than the two top buttons should remain unbuttoned at any time. Garments worn under the uniform cannot extend outside the uniform.

- While normal wear and tear is expected, excessive damage or loss of official uniforms may result in disciplinary action.

- The employee may be required to replace or repair items at his/her own expense if uniforms are lost or damaged due to the employee's negligence.

- Employees are not permitted to modify their uniforms in any way.

- Campus manager will ensure employees are properly dressed while on the job. Corrective disciplinary action will be taken when employees report to work out of uniform or are in violation of this policy.

- The approval to purchase uniform for support staff is at the disposal of the CEO.

Uniform Items

Support & Subordinate Staff will be supplied with:

- **Male Staff Liveries (Winter & Summer)**
  Support Staff: Shirts Green 2, Pants Skin 2, Waist Coats 2, Sweaters/ Jerseys 1 & Shoes Black 1 pair in a year.
- **Subordinate Support Staff:** Dark Blue Dungarees/ Safari Suits 2 in a year.
  Female Staff Liveries (Winter & Summer)

  Duppta & Shalwar White with Dark Blue Shirt 2 in a year.

VENDOR SELECTION

Careful selection of vendors should be done. Approved Suppliers providing the best quality, range of products, level of customer service, delivery and potential cost savings should be selected. For Bulk and/or Special Orders, Approved Suppliers may provide pricing discounts beyond the negotiated minimum. Purchasing from these suppliers often eliminates the requirement of obtaining additional quotations and adds the security of negotiated pricing, enhanced warranty and performance guarantees

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Vendor selection for inclusion on the list of pre-qualified vendors should take place once per year. The following set of criteria is essential for deciding on choice of vendors:

- Price.
- Quality of goods/services.
- Availability of goods/services within the required delivery time.
- Bidder's previous records of performance and service.
- Ability of bidder to render satisfactory service in this instance.
- Financial stability of the vendor.
- Availability of bidder's representatives to call upon and consult with
- Payment terms
- Warranty offered.

Approved Suppliers will be subject to regular performance and pricing reviews. If a supplier continually fails to meet the terms and conditions of their agreement, they can be removed from the Approved Supplier list.

SKANS School of Accountancy- Policies & Guidelines

SOPs PTM-Testing-Selection of Papers

Reference Email

Date **2018-09-01 14:12**

1) Change in the Mode of Testing---------- Action by Testing Department

- At the end of each chapter all teachers need to take one-hour class-test.
- One mid-term mock (**after 2 weeks of ICAP results**) and one mock exam at **(75% completion of Course)** must be held for 3 hours duration with no scheduled classes on these days.

2) SOPs on PTM ----------Design by IT Department

- PTM on call from Teachers.
- Parent to fill the online PTM form at the Front Office with the following FIVE SHORT questions:
  a. Did you receive SMS in case of student's absence?
  b. Did you visit your child's SKANS Portal prior to coming to the meeting?
  c. Did you visit voluntarily or on request from management?
  d. What is your observation regarding your child's study hours at home?
  e. Did you know your child's ICAP's selected paper choices?

After the PTM teachers will input remarks in the database?

Parents shall give their observations on the meeting in the same way as they filled the online form.

3) Selection of papers at CAF level – Action by Coordinators

a. Offer to select paper in sequence as per ICAP or after proper counseling.
b. Calculated Allocation of classes at CAF level.

SKANS School of Accountancy- Policies & Guidelines

CA -TAs Recruitment & Stipend Policy

TEACHING ASSISTANT (TA)/TEACHER ON TRAINING (TOT) POLICY

FOR CA/ ACCA DISCIPLINES

Selection:

a) Selection of TAs/ TOTs, can be made any time depending upon the planning requirements of the management.

b) Selection of TAs/ TOTs will be strictly subject with the formal interview/ presentation.

c) Probation period will be of three months initially & can be extended further up to three months depending upon the supervisor's recommendation.

d) On successful completion of probation period, employment of TAs/ TOTs will be regularized & same TOT will be applied as for the permanent employee of SKANS. However, TA/TOT will not be entitled to any of the permanent employment benefits including Bonus, Loan and Provident Fund Contribution.

e) Permanent Employment would be offered to TA's/ TOT's subject to successful completion of probation period & one year of service at SKANS. In case of experienced candidates, experience requirement can be relaxed. TA to be promoted as TOT first & then TOT can be inducted as faculty member.

Eligibility Criteria - In Order of Preference:

SKANS School of Accountancy- Policies & Guidelines

1. For TOT - CA / ICMA Finalist / ACCA Affiliate with or without Teaching Experience.
2. For TOT - MS/ Master's Degree including MBA/ with or without Teaching Experience
3. For TA / CA / ICMA Inter/ ACCA Finalist with or without Teaching Experience.

Initial Stipend:

a) Up to Rs. 45,000 per month to CA/ ICMA Finalist / ACCA Affiliates with Teaching Experience.

(Up to Rs. 40,000 per month without Teaching Experience)

b) Up to Rs. 35,000 per month to CA/ /ICMA Inter / with Teaching Experience.

(Up to Rs. 30,000 per month without Teaching Experience)

c) *Up to Rs. 30,000/- to MS/* Master Degree/ MBA with Teaching Experience.

(Up to Rs. 25,000/- without Teaching Experience)

d) Up to Rs 25,000 ACCA Finalist

e) 50% waiver in tuition fee if the candidate wishes to study at SKANS.

Systems' Orientation:

Apart from teaching the relevant subjects during training period, all TA's/ TOT's must serve at least two months initially in the R & D & Internal Testing Department. This help one to orient himself / herself about academic system to be followed during his / her stay with the organization. The continuity of probation is subject to successful completion as reported by the relevant departments.

Career Development TA:

In case the TA completes his/ her qualification during training period, he/ she may be promoted to the status of TOT and subject to qualification of degree / certificate subject to recommendation of competent authorities & the approval by the CEO.

Career Development TOT :

Teacher on Training (TOT) may be promoted to the status of permanent faculty member upon completion of probation period which is subject to recommendation of competent authorities & the approval by the CEO. The TOT must has completed one-year service at SKANS.

Studies and Exam Leaves:

TA/TOT will be allowed seven (7) days paid leaves (inclusive of exams days) subject to their length of service/ entitlement.

Timing:

TA/TOT shall follow office timings as fixed by the management.

Job Descriptions of Teaching Assistants:

Teacher Assistant (TA) will be responsible for: -

- Teaching those students who will be referred by the subject teacher(s) individually or in the form of a group. No student will be entertained without prior permission of the Subject Teacher.

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- Full record of the student(s) entertained, as above, will be maintained in TA Activity Report using SKANS Portal on daily basis.
- Assisting in preparing of class tests in prescribed manner as may be prescribed by Director Governance & Director Research
- Assisting in conducting and marking of class tests and completing input of test results to SKANS Teacher's Portal.
- Assisting in the preparation of student's evaluation report under guidance of the Subject Teacher.
- Ensuring provision of students' reports to the Course Coordinators.
- Checking/marking students' class/home assignments given by the Subject Teacher.
- Co-coordinating with the Subject Teacher to make available relevant study material for each class.
- Assisting subject teacher, as and when required, in the class room.
- Assisting subject teacher in conducting practice and revision classes.
- Attending regular, as well as revision classes along with the class teacher.
- Any other matter specifically assigned by the management.

Read and understood: **Name:** _____

Signature: _____ _____

Date: _____

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Feed Back and Performance Evaluation:

- TA/TOT will be, primarily evaluated on the basis of his/her studies and tasks and targets (JD's) assigned to him.
- TA/TOT Incharge will get a monthly report (**on specified format)** from the subject teacher, on the performance of the TA.
- TA/TOT Incharge will hold a formal monthly presentation of the TA.
- TA/TOT incharge will provide a brief monthly report on the performance of the teacher assistants to Senior Management.
- TA/TOT ~~Incharge will discuss the Management's feedback with TA~~ and Evaluation Report to be placed in TA's personal file.

Date of Joining: _____

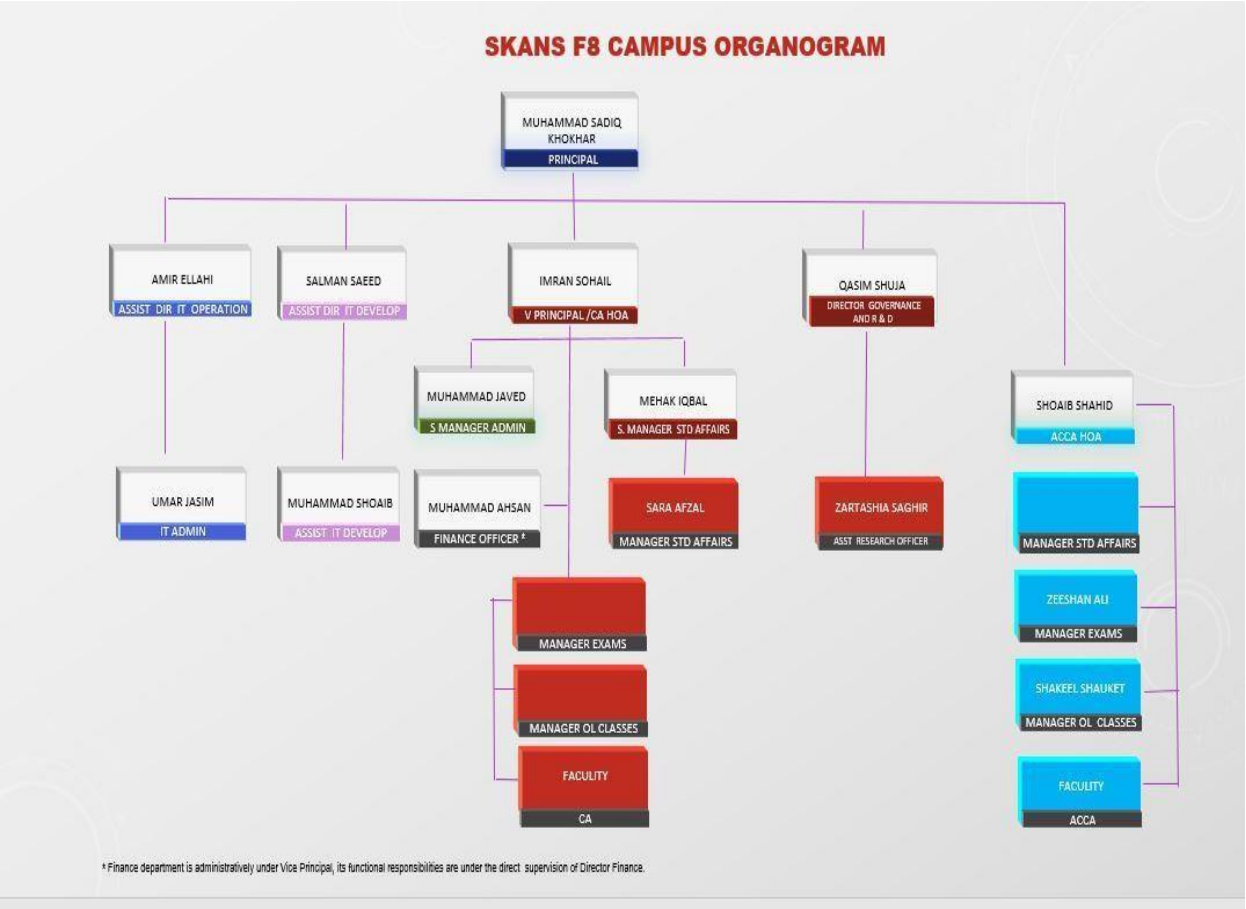
TA/TOT Name: _____ _____**Signature:** _____

Approving Authority _____

Signature _____

SKANS School of Accountancy- Policies & Guidelines

Policy on Internships Dated: MARCH 12TH, 2021



SKANS School of Accountancy- Policies & Guidelines

Objective

The primary purpose of an internship program in the Skans School of Accountancy is to provide a student with real-life work experiences related to the student's major. An internship is part of the student's work experience and is not an employment; it is a learning opportunity having direct relationships to the student's program of study and career interests.

Scope of Policy

This policy is applicable to all Interns at Skans. The Internship Program should not be confused with other forms of employment such as Teaching Assistant (TA) & Teacher onTraining (TOT).

Policy

1. With the prior approval of the CEO, students may begin an internship at any time.An internship is a supervised experience directly related to an academic discipline.

2. Internships will be for a period of not less than three month and not more than sixmonths.

3. The internship may be full or part time, and may or may not be a paid work experience. Depending upon the circumstances, the intern may get an honorariumwhich may vary from Rs 15,000 to Rs 18,000 p.m. & if applicable a discount in tuition fee at Skans (up to 50% - During Internship Period).

4. The intern is not entitled for any leaves during the internship except those allowedby the management.

5. A candidate once availed the internship opportunity shall in no case be eligible foranother internship.

6. No reports or papers may be published on the basis of information obtained by theIntern during the internship period without the prior written consent of themanagement.

7. At the end of his/her internship period, the candidate is required to submit a reportbased on his/her experiences/lesson learned/suggestions/proposals for the improvement in the system.

Code of Conduct & Discipline for Internees

The following Code of Conduct applies on all internees;

a. Formal dressing
b. Observing official timing/punctuality
c. Compliance to official instructions
d. Adherence to Job description
e. Behavior with colleagues and seniors
f. Confidentiality of the official information
g. Care of assigned official equipment etc.
h. Avoid mis-use of official phone
i. Avoid unnecessary leaves.
j. Displaying of Internship Cards issued by the concerned authority

History of Policy for future reference/tracking

First Time

POLICY VERSION: IS-1

SKANS School of Accountancy- Policies & Guidelines

Teachers Award Policy

Exams Excellence Awards-Policy Top of Form

Teachers play a critical role in determining how much students learn. Incentive schemes can motivate teachers by rewarding good performance, encouraging them to expend more effort in teaching and preparation, or even to show up in the classroom.

Rationale

1. The academic progress and attainment of students is usually measured through their performance in the external exams; therefore, their external results play a vital role in building repute and fame for the Institute.
2. In line with the SKANS vision and mission, the honorable CEO strives to guide, support, recognize and award its academic staff in their pursuit to academic excellence.
3. Performance Bonus is one of the ways to recognize and award the outclass performances of academic staff by their students in the respective professional body examinations.

Objectives

1. The main objective of awarding Performance Bonus is to ensure that our students are provided with an appropriate guidance and support to perform with distinction in their external professional Exams.
2. To help the Institute to maintain a track record of student's performance and to set the performance bar and improve it year after year.
3. To recognize and award the efforts of the campus teachers for exhibiting brilliant performances in the external exams.
4. To create a healthy and developmental competition among SKANS campuses in professional examinations.

Defining Teaching Excellence

SKANS School of Accountancy- Policies & Guidelines

It is important to recognize teaching excellence for the goals of improved student learning and faculty retention. To accomplish this, faculty members should strive to become excellent, scholarly teachers. There is no one definition of teaching excellence. When focusing on the higher education of students, however, these are some common characteristics found in good teachers:

Positive Student-Faculty Contact

- Interacts with students – gets to know them, in and out of the classroom
- Helps students learn outside of class, is accessible in and out of class
- Promotes cooperation among students
- Gives prompt feedback

Effective Active Learning

- Encourages students to be self-directed, independent, lifelong learners
- Engages students in disciplinary thinking
- Encourages higher-order thinking

Achievable, Yet High Expectations

- Acknowledges student expectations and what students can expect from the teacher
- Creates a safe yet challenging learning environment
- Emphasizes time on task

Respects Diverse Talents & Ways of Learning

- Demonstrates respect for students and their individuality/differences
- Is fair and flexible

Effective Communication Skills

- Demonstrates passion, enthusiasm, charisma
- Offers something substantive to say and knows how to say it
- Raises provocative and significant questions instead of just providing answers
- Commands student attention and maintains it
- Inspires/motivates students

- Is compassionate, caring

Commitment towards Innovation & Quality

- Engages in activities to continue to develop teaching skills
- Invites and accepts feedback to improve
- Tries new techniques to promote learning

Exams Excellence Award - For Academic Staff

PLACE WINNER – ACCA	PLACE WINNER – CA
Global Place Winner Award: Rs 100,000/-	Gold Medal Winner Award: Rs 100,000/-
National Place winner award: Rs 50,000/-	Merit Certificate Award : Rs 50,000/-

Condition:

1. Subject taught by the relevant faculty member must have previously 2 consecutive 15% above average results plus the current result.
2. Minimum 90% Conversion of students in previous 2 including current batch.

FACULTY AWARD ON SECURING 90% OR ABOVE RESULTS (CA & ACCA)

Faculty member who produces 90% result in at-least 3 batches in a session having total over 60 students at initial level and 30 students at professional level will be awarded Rs 100,000/- cash award.

Conditions:

1. Course coverage on time
2. All students appeared in the current session.
3. All students appeared in the exam and Mocks
4. All tests and mocks conducted

5. Accurate compliance

Implementation of Policy

Applicability of the above referred Exams Excellence Awards-Policy shall come into force from the current Academic Session i.e 2021-2022 onwards unless it is revised or modified.

SKANS School of Accountancy

SKANS School of Accountancy- Policies & Guidelines

SOP on TA Active and Passive Role

Role:

- Passive
- Active

Passive Role:

- Assist teacher by attending class.
- In case of leave of teacher, attend the class.
- Class conduction on behalf of teachers in the presence of Teacher is MUST.
- Prepare Handouts hand over to the Manager Examination.
- Maintain TA Activity report
- By using Teacher Login mark the following:
    a) Class Attendance
    b) Lecture Plan

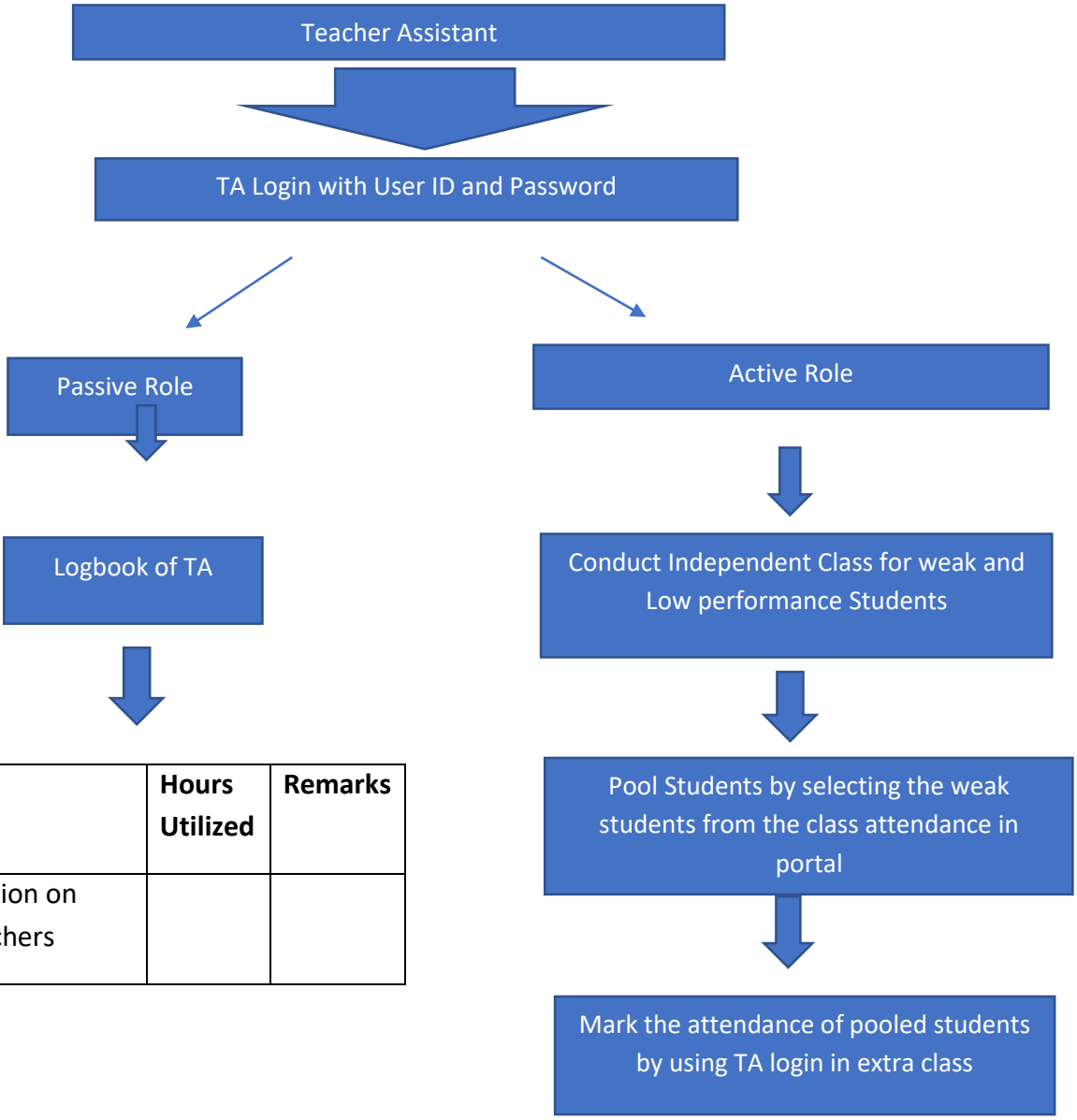
Active Role:

- Identify weak students with the consent of teacher.
- Conduct independent class for weak and low performance students as extra class.
- Extra class would be continued till end of session.
- Assure that the student took the both regular and extra class of the subject.
- Pool the students from the actual class attendance by selecting all weak students in portal.
- Mark the attendance of pooled students by using TA Login.
- Separate TA login would be used in TA Active role capacity.
- Conduct independent classes.(for identified low performer and weak students) in extra hours online/ physical.
- At the end of the session TA performance shall be measured for such identified student's results.

SKANS School of Accountancy- Policies & Guidelines

- Identified Students must be constant through out the session (it may be increased but not decreased from the cut off date from the pool)

Flow Chart:



Content	Hours Utilized	Remarks
Class conduction on behalf of teachers		

SKANS School of Accountancy- Policies & Guidelines

Manual Test checking		
R & D Activity		
Prepare Handouts		
Teacher Level Testing		
Weak Students Follow-up		
Teacher' Remarks on Student Performance		
Mark Teacher' Class attendance		
Conduct class for weak and low performance students		
Attend Class with Teachers		
Results Input		

SKANS School of Accountancy- Policies & Guidelines

TESTING POLICIES

TOTs POLICY

- AFC session must have four TOTS, first three are of 1 hour and last one is equal to final exam duration whereas CAF has three TOT's first one is of 1 hour, second is of 2 hours and third is equal to final exam duration, Teachers must submit TOTs before start of the session along with lecture plan and also specify dates.
- One week before the test date, allocated teachers will make all the necessary adjustments in TOTS and will handover to exam department or coordinator.
- Ensuring attendance is responsibility of allocated teachers and coordinator; if he needs any help then exam/HOD can be contacted and can be requested to meet students.
- Once the test is conducted teacher will have one week to mark the TOT and upload the results on portal with student's performance. Then meeting will be held between the respective teachers, head and HOD as to how the deficiencies are to be improved.
- Counseling session will be held with underperforming students.
- Compliance is must and will be a factor in annual appraisal of allocated teachers.
- An amount of Rs.500 fine will be imposed on student for not being present in TOT's.

SKANS School of Accountancy- Policies & Guidelines

Internal Examination Policy

Internal Examination

Function:

The Department is responsible for the administration of internal examinations for ACCA students.

The function of exam department in a Gold ranked institute is of prime importance and acts as a backbone in maintaining the quality standards.

Values

Core values include:

Responsiveness – the department respond effectively to the needs of the students

Responsibility – the department accept accountability for its actions;

Commitment – the department strive to give its best every task.

Service Standard-ACCA

1. To ensure that Session tests are planned for each and every section with reasonable notice period.
2. To ensure that all students are provided with the opportunity to take tests i.e. in case of any timing clashstudents are offered best possible alternative
3. To ensure that Test questions confirms to the difficulty level as per the ACCA examination framework
4. To ensure that tests are conducted under ideal examination conditions.
5. To ensure that CRQ's are marked and delivered back to students in minimum time possible.
6. To ensure that results are compiled and uploaded on Portal in order to make them available for all relevant departments in minimum time
7. To deal with exam related queries from parents/guardian

ITDs General-ACCA

1. ITD will share the upcoming weekly test schedule to relevant faculty member every Friday evening.
2. It is ITD's responsibility to allow the tests only.
3. ITD will not entertain any request from teachers to cancel the test without approval of HOA.

SKANS School of Accountancy- Policies & Guidelines

4. ITD will not entertain any request from faculty member if they do not inform on the next day of the scheduleshared by ITD for any extra tests.
5. ITD will ensure that all extra test will not be held in class time.
6. ITD must update the test result on the same day before close of business.
7. ITD will share the result to the same teachers on the same day and if there is any difference, ITD will updateaccordingly.
8. ITD must enter all CBE result on the next day and share the percentage result with the honorable CEO before close of the business.
9. ITD will share the batch closing result with the consensus of HOA to honorable CEO every month.
10. ITD will share the session-based examination result within one week of the published date to honorable CEO.
11. ITD will ensure to hold Post result meeting with HOA and consensus report will share by HOA.
12. ITD will make sure to call and follow up all absent students and report to share with HOA.

SKANS School of Accountancy- Policies & Guidelines

Test Allocation

On Demand CBE

On demand CBE consists of papers FAI, FAII, MA1, MAII, FAB/ F1, FMA/F2, FFA/F3 and F4.

As these papers are computer based multiple choice question exams so they are different in style from rest of ACCA papers. Each Testing Session include 2 Hours including MOCK.

THE WEIGHTAGE FOR EACH TEST AND MOCK ARE AS FOLLOWS:

Subject	Nature	Type	Questions	Marks	Total	Time
FA1,FA2,MA1,MA2	General Tests	MCQ's	25	2	50 Marks	One hour
	Mock	MCQ's	50	2	100 Marks	2 hours
F1,F2,F3	General Tests	MCQ's MTQs	22 1	2 6	44 Marks 6 Marks	One hour
	Mock	MCQ's MTQ	35 5	2 6	70 Marks 30 Marks	2 hours

		s				
FA1,FA2,MA1,MA2	General Tests	MCQ's	25	2	50 Marks	One hour
	Mock	MCQ's	50	2	100 Marks	2 hours

Session Exam and Professional Stage

Paper F5 to F9 are paper computer based examinations offered in every March, June, September and December.

For F5 and F9 minimum 3 class tests are planned in a session and a final mock is set before the student is going toappear for the final examination.

Paper F5 to F9 students, they are practicing in Lab on our predetermined portal prepared for purpose.

THE WEIGHTAGE FOR EACH TEST AND MOCK ARE AS FOLLOWS:

Subject	Nature	Type	Questions	Marks	Total	Time
Applied Skills	General Tests	MCQ's OTQ's CRQ's	10 1 1	2 10 20	20 Marks 10 Marks 20 Marks	2 Hours
	Mock	MCQ's OTQ's CRQ's	15 3 2	2 10 20	30 Marks 30 Marks 40 Marks	3 Hours

Professional Stage

All professional stage exams are converting from paper based to computer based in June 2021 and ITD should take responsibility to prepare the model tests and mocks with the help of Head of Academics.

SKANS School of Accountancy- Policies & Guidelines

Mr. Salman Saeed have vital role to build professional model application where the teachers can insert the questions at their own pace.

SKANS School of Accountancy- Policies & Guidelines

Service Standard-CA

1. To ensure that Session tests are planned for each and every section with reasonable notice period.

2. Tests CODES MUST BE incorporated in LP for ONLINE TESTS and ONLINE HOME-Assignments for AFC and CAF levels
3. Tests Calendar MUST BE incorporated with Testing Dates both for manual papers, Class Online Tests and Home ONLINE-Assignments and shared with respective teacher at the start of the session.
4. TESTS Results' REPORTS MUST BE incorporated with Tests CODES and shared through soft messages (SMS) to their parents on the next day by the coordinator.
5. To ensure that all students are provided with the opportunity to take tests i.e., in case of any timing clash students are offered best possible alternative.
6. To ensure that Test questions confirms to the difficulty level as per the ICAP examination framework.
7. To ensure that tests are conducted under ideal examination conditions.
8. To ensure that MANUAL PAPERS results are compiled and uploaded on the Portal and are available for all relevant departments in minimum time (within seven (07) working days.
9. To deal with exam related queries from parents/guardian.
10. Prepare analysis of Testing section score in Teachers' Evaluation

ITDS General-CA

1. ITD will share the upcoming weekly test schedule with relevant faculty member every Friday evening.
2. It is ITD's responsibility to allow the tests only.
3. ITD will not entertain any request from teachers to cancel the test without approval of HOA/Vice Principal.
4. ITD will ensure that all extra test will not be held in class time.
5. ITD must update the test result on the same day before close of business.
6. ITD will share the result to the same teachers on the same day and if there is any difference, ITD will update accordingly.
7. ITD must enter all CBE result son the very next day and share the percentage result with the honorable CEO before close of the business. (no need because online tests)
8. ITD will share the batch closing EXPECTED ICAP Results to the HOA/Vice Principal, Director Governance and honorable Principal at the End of each session.

SKANS School of Accountancy- Policies & Guidelines

9. ITD will share SYTEM Generated session-based examination result within one week of the published dateto Vice Principal and Principal.
10. ITD will ensure to hold Post result meeting with HOA and consensus report will share by HOA.
11. ITD will make sure to call and follow up all absent/Failed students and report to share with HOA/Vice Principaland Principal on weekly basis.
12. ITD will ensure that SMS messages are sent to Absent and Failed students on regular basis and for online testing, messages should be sent the next day after the test date and for Manual tests after seven (07) fromthe date the test was conducted.
13. ITD must give the Statement of Compliance on ICAP results Compilation variables and on relevant SOPs.
14. ITD must provide the ICAP results in CONTENT REPORT FORM including system generated Reports fromdatabase. (With five relevant session analysis)
15. ITD must prepare GAP Analysis Report of Internal Tests with ICAP Expected and Actual Results.
16. ITD must conduct Tests of all material provided by R&D (Testing at the Teacher level) in order to evaluate the quality and accuracy of all sets (online).
17. Develop ICAP exam Feedback App at AFC level.
18. . ITD must follow-up the model of SMS@123 or 321 (for this develop App) for Teachers, Coordinators, ITD and Vice Principal. (Absent in tests+ Failed Students in Tests and MOCKS).

19. ITD MUST share on weekly basis the following testing System Generated Reports from Data-base to the VicePrincipal, director governance and Principal:
    - Vertical Report on internal Tests
    - Horizontal Report on internal Tests
    - SMS Log (Numbers of SMS per week)
    - Test Record
20. ITD MUST share Event-based System Generated Reports from Database to the Vice Principal, directorgovernance and Principal:
    - Expected ICAP results (before one month of the closing session)
    - ICAP Actual Result as per SOPs/Policies (approved 15 December 2020) after the ICAP results.
    - GAP analysis Results Reports as mentioned in point 17 above.
    - ICAP Results Content Report.
    - Self-Assessment Checklist on ITD LOG BOOK.

Test Allocation

LP Online Tests Consists of Paper AFC

As these papers are computer based multiple choice question exams so they are different in style from rest of CA papers. Each Testing Session include 1 Hours. MOCKS AND MID-TERMS FOR THREE HOURS AND TWO HOURS RESPECTIVELY.

THE WEIGHTAGE FOR EACH TEST AND MOCK ARE AT AFC AS FOLLOWS:

Subject	Nature	Type	Questions	Marks	Total	Time	Place
AFC -HOME ONLINE ASSIGNMENTS/QUIZS	General Tests- Home online tests/assignments built in LP	MCQ's	50	1	50 Marks	3600	Home
AFC -CLASS-TESTS	Class-Tests as per LP	MCQ's	50	1	50 Marks	3600	College Computer Lab.
AFC (Exams Practice	AS Per Testing	MCQ	50	1	50 Mark	360	Home/College

Tests)	Calendar	's			s	0	Computer Lab.
AFC-Final Mock	AS Per Testing Calendar	MCQ 's	100	Mixe d	100 Mark s	1080 0	MUST College Computer Lab.

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THE WEIGHTAGE FOR EACH TEST AND MOCK ARE AT CAF AS FOLLOWS:

Subject	Nature	Type	Questions	Marks	Total	Time	Place
CAF -HOME ONLINE ASSIGNMENTS/QUIZS	General Tests-Home online tests/assignments built in LP	MCQ's	30	2	50 Marks	3600	Home
CAF-CLASS--MANUAL-TESTS	Class-Tests as perLP	ICAP MODEL	2(MCQs+SQ+LQ)	20	20 Marks	3600	College
CAF-Mid-Term -MANUAL-TESTS	AS Per Testing Calendar	ICAP MODEL	2(MCQs+SQ+LQ)	50	50 Marks	7200	College
CAF-Final Mock	AS Per Testing Calendar	ICAP MODEL	100	Mixed	100 Marks	10800	College

General Instructions for CAF Tests and Mocks

1. All CAF level exams are Manual Papers ITD should take responsibility to prepare the model tests and mocks (CAModel Papers) with the help of Head of Academics/Vice Principal. (at the start of each session as per LP).
   - For Sept session Deadline: 15th Feb to 15th March.
   - For March Session Deadline: 15th Aug to 15th Sept.
2. In all testing material reference should be provided including the solution and marking scheme.
3. Please avoid copy-paste methodology or pdf material in preparation of manual papers. (highlight the text (yellow) which is amended (letters, words, phrase, sentence. Amount or requirements) by the teacher purposes of clarification.)
4. R&D should take the responsibility to put the Testing Material into Database as provided by the abovestakeholders including NEW Development.
5. Internal Test Papers should be in proper and professional form including:

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- SKANS Logo
- Dates
- Batch
- Teacher Name
- Session
- Timings
- Marks
- Instructions

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Directives for AFC- December-2021, PRC and CAF Attempt-MAR.2022

Prepared and issued by: **Governance Department** **24-11-2021**

Context:

This directive is issued to support the ***Policy on Result Compilation*** by setting out the requirements related to services as well as communications involving the VP/HOAs/Exam Managers of institutions.

Objective:

To establish, across all campuses, sound and consistent practices and procedures for ITD/Exam Managers or their delegates in the area of result compilation.

Guidelines:

Exam managers or their delegates are responsible for the following:

S. No	Batch	Campus	Activity	Name of Reported Document	Deadlines for AFC-Fast-Track December.2021	Deadlines for PRC Mar.2022	Deadlines for CAF Mar.2022
1	B # 1 to 7 OR ALL BATCHES	F8	Enter Expected ICAP Result in Data-base	Internal Testing Teacher Wise Summary (In MS-Excel 1-page Document)	15-12-2021	30-01-2022	30-01-2022

				ON SINGLE DAY			
2	B # 1 to 7 OR ALL BATCHES	F8	Content Report on Expected ICAP Result		25-12-2021	28TH FEB,-2022	28TH FEB,2022
3	B # 1 to 7 OR ALL BATCHES	F8	Enter Actual ICAP Result in Data-base	Internal Testing Teacher Wise Summary (In MS-Excel 1-page Document) ON SINGLE-SAME DAY	Tentative Date 11-01-2022 Please check	Tentative Date 25-03-2022 Please check	Tentative Date 12TH JULY 2022 Please Check
4	B # 1 to 7 OR ALL BATCHES	F8	Content Report on Actual ICAP Result		Tentative Date 15-01-2022	Tentative Date 28-03-2022	16th July,2022

Expectation from The Management:

It is expected that the practices and procedures contained in this directive are clearly communicated and effectively implemented by the campus so that:

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1) All the requirements of the ICAP Result Compilation and other relevant Policies would be duly fulfilled. (You can download from the portal)
2) In Upcoming ICAP result Content report December-2021 **"About the Report"** Section must be incorporated.
3) In Upcoming session ICAP result Content report December-2021 **"Back Flash Section**" must be incorporated.
4) Analysis section must be incorporated previous session and previous period if applicable.
5) Statement of Compliance by the finance department on account of:
   - fees, discount, bad debts.
   - Left Cases. (as per policy)
   - Drop-freeze cases. (as per policy who submitted for drop/freeze after 15th Days of the Result.
   - Drop cases. (Must be dealt by the Co-coordinators +ITD) during the session as per policy of 7th July-2018. (You can download from the portal)
   - Post-result drop cases. (as per record) (as per policy 7th july-2018)
   - Treatment of low attendances low performance cases as per the SOPs or policy of 7th JULY,2018 (regarding clearness of dues)
6) Statement of Compliance by the data-base-administrator on the relevant area as mentioned above including INPUT OUPUT Paper ratio.
7) Timely submission of expected and actual ICAP results "ONE-page System based Excel sheet" and "CONTENT REPORT" on the same or next day of the ICAP result.
8) End Annexure must be inline of CAF-March 2021 F-8 Campus tables teacher wise and subject wise.
9) Table referencing from data-base wherever applicable.
10) Review observations must be incorporated in the upcoming results.
11) Directives on the 26th Nov,2021 regarding "Data-Base Adjustment at fraction" must be incorporated.

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Annexures

SKANS SCHOOL OF ACCOUNTANCY, RAR CAMPUS, RAWALPINDI

About The Report:

The idea of first report was generated by Mr. Shuja Ali Khan Ex-ITD which was supported by Sir Sadiq (CEO) for F-8 campus during March COVID -Session-2020.

AFC ICAP Result as per policy issued dated 15th December,2020 for the current Session Sep-2021 batch# 3 (normal).(1-2 batches fast track June-2021 session batches have been appeared).

S.#	Level	Session	TYPE OF REPORT	Variables	Present/Prepared
1	AFC-NORMAL	Sep-2021	ICAP actual result	1	Salman/Jalal
2	AFC	Sep-2021	ICAP expected result	2	Salman/Jalal
3	AFC-FAST	June-2021	ICAP actual result	2	Salman Hamid/Sir Naveed
4	AFC-NORMAL	March-2021	ICAP actual result	6	Salman/Asif Ali Khan
5	AFC-FAST	December-2020	ICAP actual result	6	Salman Hamid / Asif Ali Khan

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PAST RESULTS AT GLANCE					
S #	**Level**	**Session**	**TYPE OF REPORT**	**CEO**	**SHUJA**
1	AFC-NORMAL	Sep-2021	ICAP actual result	85%	91%
2	AFC	Sep-2021	ICAP expected result	65%	67%
3	AFC-FAST	June-2021	ICAP actual result	84%	91%
4	AFC-NORMAL	March-2021	ICAP actual result	75%	83%
5	AFC-FAST	December-2020	ICAP actual result	74%	83%

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BACK FLASH-JUNE-2021

2021-08-05 05:36

Respected Sir

With reference to zoom meeting with your good self, please find attached file of Content Report.

As per you good self-guidance/direction we have updated the Content Report of AFC Result June-21.

We have updated the following points.

1) We have shown the teacher result with teacher evaluation

2) We have added our remarks after teacher result.

3) We have added Management Remarks at the end of the report.

Sir Qasim will also send his remarks about the Content Report today Thursday 5th August-21 and I will also request him for our next Zoom Meeting In Shah Allah.

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Submitted for guidance and approval please.

Best Regards

Salman Hamid khan

CLOSING REMARKS BY THE CEO ON THE LAST ICAP ACTUAL RESULT JUNE-2021 FAST TRACK THREE BATCHES

Thank you, Salman.
Very good result

Source:

```
------ Original Message --------
Subject: RE: Content Report AFC Result June-21 (RAR Campus)
Date: 2021-08-06 06:15
From: Mohammad Sadiq Khokhar <sadiqkhokhar@hotmail.com>
```

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To: Salman Hamid <salman.hamid@skans.pk>
Cc: 'Qasim Shuja' <qasim.shuja@skans.pk>,
"arslan.siddiqi@skans.pk" <arslan.siddiqi@skans.pk>,
'Shafique Ahmed' <shafique.ahmed@skans.pk>,
"irfan.khalid@skans.pk" <irfan.khalid@skans.pk>, 'Almas
Malik' <almas.malik@skans.pk>

2 STATEMENT OF COMPLIANCE FROM ACCOUNTS DEPARTMENT

15-10-2021

Dear Sir,

I hereby confirm that SKANS policies and regulations were duly complied with while settling dues of Batch # 4, Sep 2021 session with reference of all variables as identified in the Content Report. September 2021 session receivables are zero except for Rs. 3,200/- which could not be recovered from Mr. Talha Khan.

All discounts and installments cases (if any) were dealt as per SOPs and favors (if any) has been given with formal approvals.

Sincerely,

Shuja Ali Khan

Director Governance

On behalf of Accounts and Finance Department

3 STATEMENT OF COMPLIANCE FROM IT DEPARTMENT

15-10-2021

Dear Sir,

I hereby confirm that SKANS policies, SOPs, directives and regulations were duly complied with while making adjustments in the database relating to drops- freeze, left cases and input, output ratios of all papers of Batch #4 for session Sep-2021 except otherwise stated in the "Content Report" for the period under review.

	Papers	**Report name from data-base**		
Paper Strength	112	paper strength report		
Left	3	one student Status Main left from data-base - Faiza Malik	1	Faiza Malik
Input	**109**			
Pass	90	Int Test Teacher wise summary -sep-2021-batch4		
Fail	12	Int Test Teacher wise summary -sep-2021-batch4		
Deferred	4	Int Test Teacher wise summary -sep-2021-batch4	1	Seemab
Drop	3	Int Test Teacher wise summary -sep-2021-batch4	1	Ubedullah
Balance	0			
Output	**109**	**Int Test Teacher wise summary -sep-2021-batch4**		

Sincerely,

Shuja Ali Khan

Director Governance

On behalf of IT and Database Administrator

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SOPs on Uploading Testing-Dated 3-02-2021

- In remarks column of "Testing Control Panel" testing code always will be mentioned.
- Always conduct system base test no manual test shall be conducted at AFC/PRC level.
- Manual testing results must be prohibited to enter in Data-Base at AFC/PRC level.
- For re-test only test date will be changed no new test shall be uploaded.
- Only online class-test should be uploaded at the start of session as per SLP.
- No additional tests shall be allowed without the prior approval of Campus head and must write "additional test with CODE in remarks column of "Testing Control Panel".
- On **RED DAY** no physical or online Class tests shall be conducted/ red day means that day on which expected ICAP results and actual ICAP results will be punched in the Data-Base system.
- On single day one subject test must be conducted and marks must be entered system base Class test only NO Manual TEST at AFC level will be conducted.
- **ON RED DAY** system should be restricted however no one can allow additional tests and enter marks on manual basis in the Data-base at that day.
- Manager Exams must verify that on the **RED DAY** no already online class tests have been uploaded at the start of the session on that particular day otherwise that will distort the SYSTEM BASED RESULTS.
- Manager Exams must ensure/Cross Check that the correct structured Lecture plan has been uploaded at the start of the session. (correct codes in even numbers must be entered or uploaded)
- Manager Exams must also ensure that no clash does exists on a single day or date of online Class Test. (One Subject Test for one Day per Batch).
- Same schema of testing must be followed by all CA campuses.

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- Structured Lecture Plan must incorporate by following one of the two options on need basis:

QMS-6 days in a week for 1 hour	QMS-6 days in a week for 1.5 hours
FE on 3 days	FE on 5 days in a week
BC on 3 Days	BC on 4-5 days in a week
IT on the 3 Days	IT on 4 days in a week
Saturday is off in ramzan	No Saturday off in Ramdan
Full week after the Ramzan for FE,BC and IT	
Starting date of the Batch 1.02.2021	22-feb-2021

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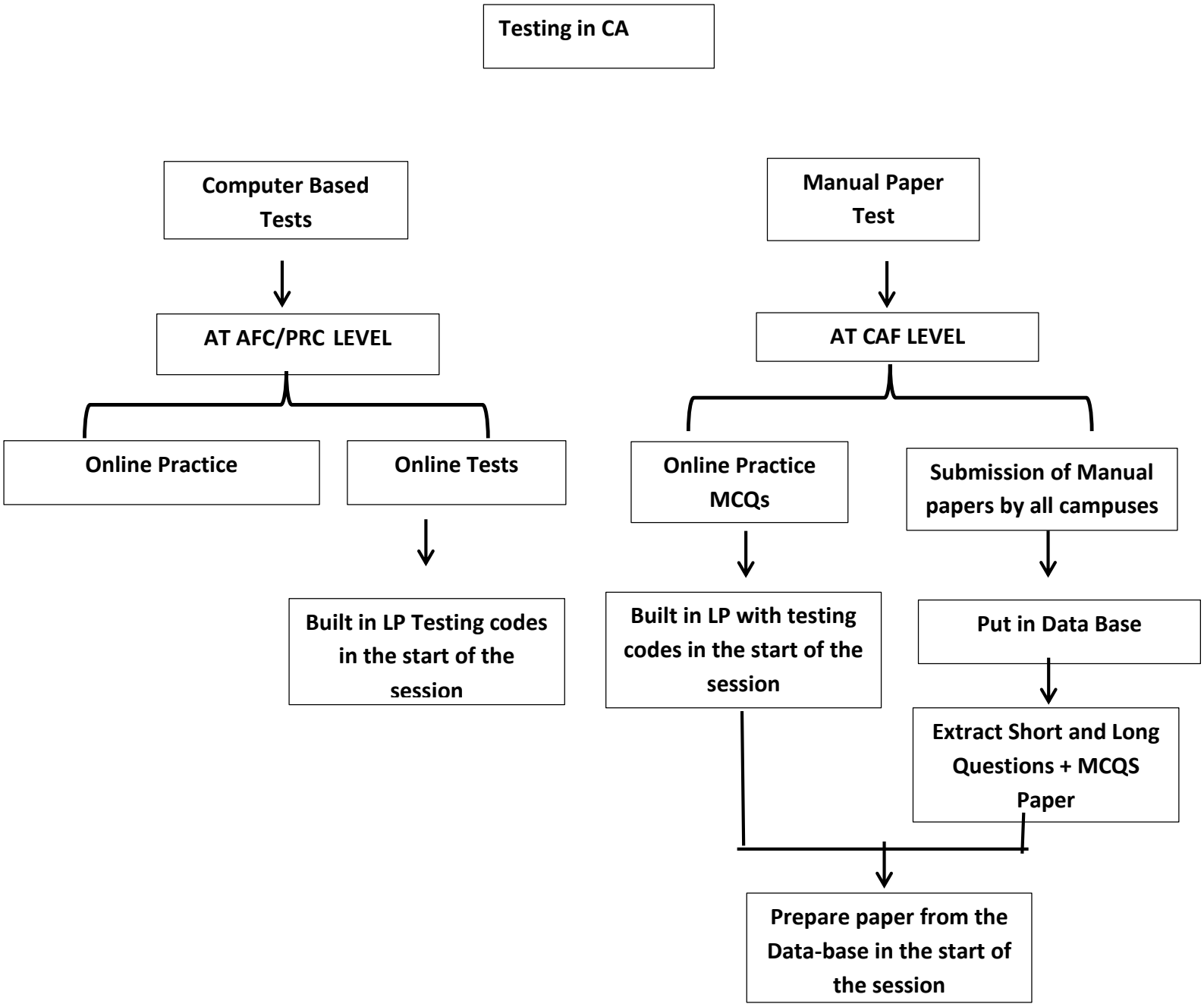
Testing in CA

Model for Internal Testing in SKANS



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10th April 2021 Directive

EXPECTED AFC/CAF RESULT (Things to do)

1. AFC and CAF Batches (late batches) started after the academic session's start date should be taught full 100 hours/50/80 hours like the standard batch and a **'force-fit strategy**' should not be adopted to take the ongoing-upcoming session's final exams.

2.Fast-Track batches (if any) of less than the standard teaching hours, should have prior written approval of the Principal.(and disclose in the Content Report Expected and actual ICAP result)

3. All future left/drop/freeze etc. cases must be dealt with the policy and adjusted before the ICAP expected result review at AFC and CAF levels.

4. Current session's left/drop/freeze/ghost/Not eligible identifiable variables should be adjusted by 10 April 2021 from the database. (**And must disclose separately in the Content Reports)**

5. Sir Salman Saeed must provide IT solutions and transfer all deferred cases by 10 April 2021 after reconciliation from the database/coordinators to a new **"Follow-up"** account for future reference (in June attempt-2021).

Please ensure compliance before the closing of the day.

Dated: 10-04-2021

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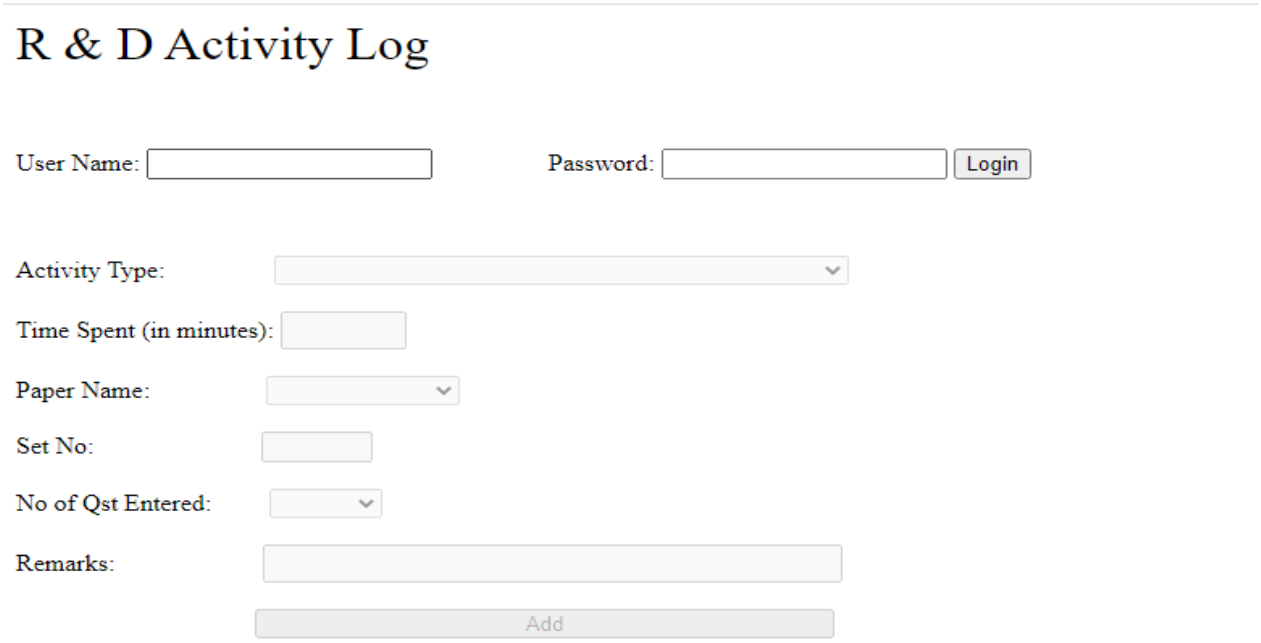
R&D Policies

SOP on R & D Activity Record

To record the regular activity of R&D Department persons the following steps have to follow:

1. Click the below mention Link.
   http://58.65.172.36/researchdev/Default.aspx
2. Fill all the given parameters.
3. Remarks column is used to mention any other activity performed which is not mention in drop down list.
4. Click add button.



Note: Bookmark the link or add in favourites for memorising.