



# STUDENT HANDBOOK

The Women University Multan



**STUDENT HANDBOOK  
2021**

Parents and guardians will find items of interest and importance in the following rules and regulations students are required to show the booklet to their parents/guardians.

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## **FOREWORD**

The Women University Multan aspires to promote distinctive world class education and research to cultivate and enhance students' competence by exploring their hidden potential, skills and creativity to meet the challenges of 21<sup>st</sup> century. The University is also committed to train and educate the females in a conducive environment providing the strongest foundation to build identity and character. You are embarking towards a bright academic and professional journey. We look forward to facilitate you to contribute in the progress and prosperity of our country. WUM emphasizes to instill values and facilitate development of personal attributes. This is to ensure career-oriented education and learning that is vital for individual identity and women empowerment. The University is committed to contribute to the advancement of learning and knowledge as we look towards future. I wish a very successful academic experience to all who are keen to step in Women University Multan with the hope to make their dreams a reality. The University would utilize all its resources, experiences and potential to deliver excellence in the field of education, training and research. Our everevolving education, research centered goals and initiatives are in line with our vision, mission and moral values. May Allah (SWT) Bestow upon us His blessings to make this University a grand center of knowledge and learning!

## **VISION**

The university aspires to play a leadership role in pursuit of excellence in higher education for women to promote discovery, innovation and entrepreneurship to unleash highest potential of graduates to solve great challenges of their times.

## **MISSION**

Our prime purpose is to serve as a catalyst for the progress of women by providing excellent learning environment for quality education to produce graduates who are distinguished by their ability to create and preserve knowledge, professional competence, leadership, pragmatic and good citizenship, ethical rectitude and entrepreneurship.

## **CORE GOALS**

### **The Women University Multan seeks to**

1. Attract and serve students from diverse social, economic and ethnic backgrounds and be sensitive and responsive to the underprivileged to provide them access to higher education
2. Provide enabling and nurturing environment through cutting-edge teaching, research and mentorship that can empower students to achieve their fullest potential for becoming a catalyst in the development of their community and nation at large
3. Offer broad and balanced academic programs, at the undergraduate, graduate, professional and postgraduate levels, that emphasize high quality teaching and learning to develop critical thinking, desire for discovery, innovation and creativity
4. Build state of the art infrastructure and enabling environment professional learning
5. Establish strategic collaborations with reputable national and international institutions for capacity building and outreach with local and global partners for

technological and scientific research and development

6. Develop entrepreneurship ecosystem and social mobilization by creating conducive environment for healthy competition and business sensibility to generate knowledge through scholarly research based creative ventures addressing immediate and long-term needs of the society.

## **Core Values**

1. Faith
2. Integrity
3. Hard work
4. Mutual Respect
5. Justice
6. Common Good
7. Diversity
8. Collaboration

### **1. DIRECTORATE OF STUDENT AFFAIRS**

The Directorate of Students Affairs is working under the supervision of Director Students Affairs and with the joint efforts of a team of faculty members from all departments of the university. Its purpose is to create a positive and healthy learning environment through curricular and extra-curricular activities that help students in their personal development in academic and personal life. Its main focus is to create a better learning space on campus by maintaining the discipline effectively.

The purpose of such forum is to provide the opportunity to learn, explore and take part in various extracurricular activities in order to be the finest stuff of women leaders of future. It provides multidimensional growth opportunities to students to achieve the goal of building a balanced personality.

The students of the Women University Multan, display dynamic literary, creative and innovative abilities. They have diverse aptitude for co-curricular activities. Therefore, the university provides them with opportunities to pursue their passion in the company of individuals who have similar orientation and also believe in universal good values suspect, such as common good, fairness, justice, mutual respect and humanism. The directorate of student Affairs is governed by transparent and mutually agreed upon policies and Procedures:

#### **1.1.CODE OF CONDUCT**

All students are prohibited from engaging in conduct resulting in or leading to, any of the following:

##### **1.1.1 Academic Dishonesty**

Academic dishonesty includes all violations of the University Policy on Academic Dishonesty by committing, however, not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of others and unauthorized collaboration.

##### **1.1.2 Abuse, Assault, Threatening Behavior**

These include intentional acts of endangering, threatening or causing physical or mental harm to any person or persons including oneself, on the University premises or elsewhere. This also includes such harm including, but not limited to abusive language and/or



physical or verbal intimidation, harassment, coercion or threat.

### **1.1.3 Firearms, Explosives and Other Weapons**

On all WUM Campuses, there is a strict ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons or dangerous chemicals on the University premises, whether or not the possessor is duly licensed to hold that firearm.

### **1.1.4 Violation of Disciplinary Sanction**

This means knowingly violating terms of any disciplinary sanction imposed in accordance with Statutes, rules and regulations of the university.

### **1.1.5 Furnishing False Information, Forgery or Unauthorized Use of Documents**

Intentionally furnishing false information to the University officials, faculty and fellow students. Misuse of affiliation with the University to gain access to outside agency/services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

### **1.1.6 Disorderly Conduct or Indecent Behavior**

There is a strict ban on engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting or procuring another person to breach the peace on university premises or at university-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his or her prior knowledge.

### **1.1.7 Theft**

Theft or attempted theft of property (bags, cell phones etc.) or services on university premises or at university-sponsored activities

### **1.1.8 Damage to Property or its Destruction**

Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on university premises or at university-sponsored activities.

### **1.1.9 Non-Compliance with Official Direction**

Failure to comply with reasonable direction of university officials acting in performance of their duties, including, but not limited to SOPs related to COVID-19 pandemic and other health related directions.

### **1.1.10 Violation of University Regulations and Policies**

Violating university regulations or policies including amendments and additions adopted since the date of publication.

### **1.1.11 Drugs/Intoxicants**

Distribution, possession and consumption of alcohol/drugs/intoxicants on university

premises or at university-sponsored activities.

#### **1.1.12 Unauthorized Access to Facilities**

Unauthorized access or entry to, or use of, university facilities and equipment (including computer & sciences labs, hostels admin building etc. Unauthorized possession, duplication or use of keys to any university premises, facilities or equipment; or, unauthorized entry to or use of university premises.

#### **1.1.13 Unauthorized Use of Computer or Electronic Communication Devices**

Theft or other abuse of computer facilities and resources including, but not limited to:

- a. Unauthorized access to a file, with the intention of using, reading or changing the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individual's identification and/or password.
- d. Interference with the work of another student, faculty member or University official.
- e. Sending obscene, abusive or threatening messages.
- f. Transmission of computer viruses.
- g. Interfering with normal operation of the University computing system.
- h. Unauthorized duplication of software or other violation of copyright laws.
- i. Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices or the use of such equipment or devices to gain unauthorized access to and/or use of off-campus computer equipment.

#### **1.1.14 Provoking Others to Misconduct**

Intentionally using words or actions to incite or encourage others to violent or retaliatory behavior or other acts of misconduct.

#### **1.1.15 Identification/Registration Cards**

Failure to wear or to produce or surrender the identification card upon the request of a university officials, especially security guards at the gates.

#### **1.1.16 Animals**

Bringing an animal into any university building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purpose for which express permission has been granted.

#### **1.1.17 Demonstrations**

Demonstrations exceeding the bounds of free assembly and demonstrations engaging in

unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

#### **1.1.18 Political Activities**

Unauthorized use of university facilities or equipment for political activities.

#### **1.1.19 Harassment**

Harassment covers the following:

- a) Passing remarks, placing visual or written material, aimed at a specific person or group:
  - Causing harm to the person or group; and/or
  - Creating an environment which limits a student's educational opportunity.
- b) Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interfere with their educational opportunity.
- c) Physical assault of any kind

#### **1.1.20 Illegal Exchange of Money**

Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

#### **1.1.21 Smoking**

Smoking is prohibited on university premises.

#### **1.1.22 Abuse of the Student Conduct System**

Abusing the student conduct system including, but not limited to:

- Failure to obey the notice from a university official to appear for a meeting or hearing as part of the student conduct system.
- Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
- Disruption or interference with the orderly conduct of a hearing proceeding.
- Causing a violation of University Code of Conduct hearing to convene in bad faith.

#### **1.1.23 Indecent Behavior on the Campus**

- Indecent behavior exhibited on the campus including classes, cafeteria, laboratories etc., defying the norms of decency, morality and religious/cultural/social values by single or group of students.
- Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.

- Use of mobile phones in class rooms, examination halls, labs and library thus disrupting the calm of these places.

#### 1.1.24 Off-Campus Conduct

Conduct occurring off-University premises be such that it should not affect the interest/image of the University

#### 1.1.25 Enforcement of Code of Conduct

Matters of indiscipline would be referred to the concerned institution or WUM authorities authorized to check indiscipline matters and decide on them in line with WUM policy, rules and regulations. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on university premises or at university-sponsored activities. Students who are charged with violations of this code are subject to disciplinary action in accordance with WUM rules/regulations/statutes.

#### 1.1.26 Punishment or Penalty for Acts of Ill-Discipline

Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following:

##### Minor Punishments

- **Warning in Writing:** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- **Probation:** Probation for a specific period.
- **Fine:** Fine which may amount up to Rs.10, 000/-.
- **Hostel Suspension/Permanent Removal:** Expulsion from the hostel for a specified period, or permanent removal from the residence hall.
- **Withholding of Certificate:** Withholding of a certificate of good moral character.
- **Removal of Privileges:** Deprivation from the privileges enjoyed by the students.
- **F Grade:** Award of “F” grade in a paper.

##### Major Punishments

- **Expulsion:** Expulsion from the class for a specific period up to one semester.
- **Fine:** Fine this may amount up to Rs.50, 000.
- **Exam Result:** Cancellation of examination result.
- **Rustication:** Expulsion or rustication from the institution for a specific period.
- **Degree:** Non-conferment of degree/transcript.
- Relegation/withdrawal

#### 1.1.27 Other sanctions or a combination of above-mentioned punishments as deemed appropriate

**a) Case Referrals**

Each case of ill-discipline shall be reported to the head of the through HOD or the Warden (Hostel). Any charge should be submitted as soon as possible after occurrence of the alleged violation, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the WUM/student Discipline Committee. Depending on the gravity of the case, head of the department will decide to award minor punishment at the institution level or refer the matter to WUM DSA for consideration by the Student Discipline Committee for decision by the competent authority for major punishment.

**b) Hearing of Disciplinary Cases**

A disciplinary hearing is a formal process conducted by the Student Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

**c) Punishments**

WUM/Student Discipline Committee will recommend the punishment according to the gravity of the case after giving the defaulter full opportunity to give her point of view. This must be done before recommending the punishment to head of the department/Dean/Vice Chancellor.

**d) Appeals**

An appeal against the decision of Discipline Committee' can be filed with head of the department /Dean/Vice Chancellor within fifteen days of announcement of the decision.

**e) Federal/ Provincial Laws and Ordinances**

Violation of a Federal/Provincial law or ordinance will be dealt accordingly under these laws.

**f) Gender Mixing**

Students are strictly reminded to follow the accepted social and cultural norms and decency of the society.

**g) Campus Cleanliness**

It is the responsibility of all to keep the Campus environment clean and tidy. No littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used to deposit the refuse.

**h) Sports**

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.

- Under no circumstances should a player or sportsperson react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.
- Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action by the University.
- Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by WUM.
- On a final note, please remember that no referee, umpire or official is perfect. , you won't agree with every decision that is made and, just like players, the umpires and sports officials too may make mistakes.

## 1.2 Dress Code & uniform

In order to maintain academic dignity and sanctity of the institution, students and staff of the university are required to wear decent dress keeping in view the local cultural values. The dress restriction is not an attempt to impose any rigidity or regimentation but is congenial to the spirit of discipline which is the cardinal feature of life style at WUM campuses. The purpose of Dress Code/uniform is to provide basic guidelines for appropriate work dress that promotes a positive image of WUM besides allowing flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories. In compliance of the dress code, students shall avoid:

- (i) Wearing tight or see-through dress
- (ii) Wearing sleeveless shirts
- (iii) Wearing shabby or torn clothing
- (iv) Wearing jogging or exercise clothing during classes
- (v) Putting on excessive makeup or wearing expensive jewelry
- (vi) Wearing untidy, gaudy accessories in classrooms, cafeteria and university offices
- (vii) Wearing unprofessional attire in formal programs and interviews

All faculty members, administrative staff, support staff and students are expected to monitor this code of conduct and report any disregard or violations thereof to the institution/ headquarter WUM for taking appropriate corrective action/remedial measures.

## 1.3 Greetings

Students are advised to adopt the habit of exchange of Islamic greetings i.e. “Assalamualaikum/ Walakumusalam” while meeting and interacting with colleagues/ faculty and staff of the university. This is an important aspect of Islamic etiquette & obligation and should so reflect in our lives.

## 1.4 Safe Driving

Students and other members of the WUM community are advised to avoid reckless driving on the campus and should abide by the laid down speed limits and sign postings to avoid penalties.

## 1.5 Student Council & Societies

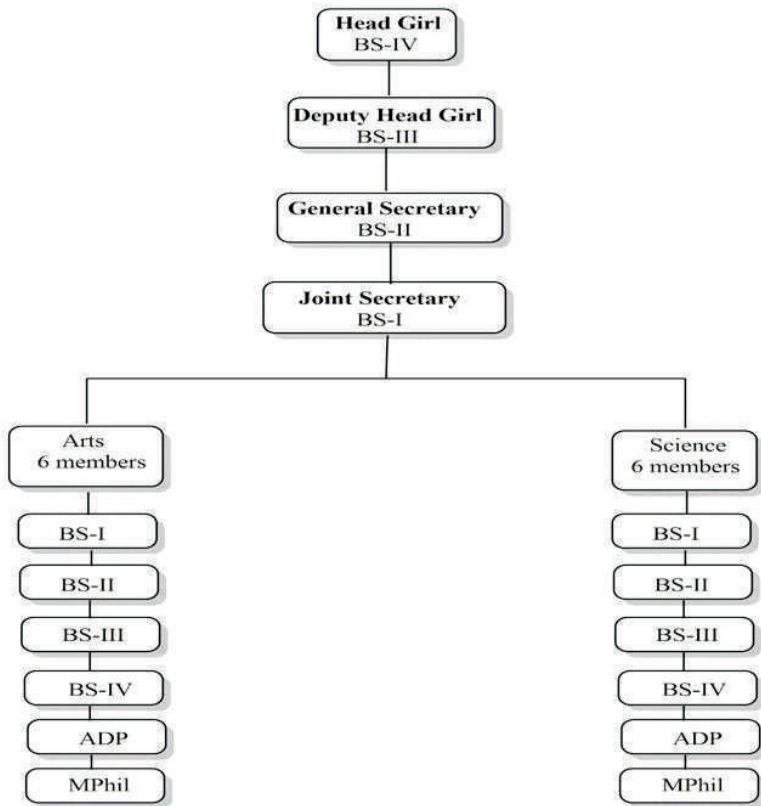
Students are encouraged to join departmental and WUM societies to keep themselves engaged in healthy and productive activities. Memberships and policies are available with the Director Student Affairs office. The following are registered student societies of the Women University Multan:

- (i) **WUM Debating society** (English, Saraiki, Punjabi, & Urdu) also holds Qiraat & Naat Competitions.
  - (ii) **WUM Literary Society** (holds Annual Literary festival Poetry, Mushaira, essay writing and book reading activities)
  - (iii) **WUM Dramatic Society** (holds annual plays –English & Urdu; tableaux and Mimes training and competitions)
  - (iv) **Art Society** (holds Photography & painting, crafts mela and competitions)
  - (v) **Character Building Society (CBS)** (also holds Qiraat, Naat competitions)
  - (vi) **Declamation Society** (holds annual Islamic declamation & Science declamations)
  - (vii) **Sports, Health & Wellness Society** (holds sports and health related activities every quarter of the year)
- HOPE** (Helping Other People Enthusiastically) **Society** (plays active role for awareness raising about natural calamities, epidemics and pandemics)

## 1.6 Student Council

Student council comprises of all class representatives, presidents of various student societies. It works under the Directorate of Student Affairs (DSA). The student council elects its executive body. The executive body includes Head girl, Deputy Head Girl, General Secretary and Joint secretary.

## ORGANOGRAM EXECUTIVE BODY OF STUDENT COUNCIL



### STUDENT COUNCIL OATH

I solemnly swear, respect and uphold all rules and regulations of the Women University Multan. I promise to be punctual, regular and to be positive role model for my fellow students, to be responsible and effective at all times. I will not take part in any political or unlawful activity. I will be responsive to the needs of the community and to provide positive leadership and service top my university. I pledge to conduct myself with integrity and honor and to give back to this university more than I seek to receive. That I shall be respectful, of all my teachers and at all times, honor the mission of my institution, to do right without fear or favor, affection or ill-will as I am the member of the Student Council, so help me ALLAH, Ameen!



## 2. DEGREE PROGRAMS AND REQUIREMENTS

### 2.1 DURATION OF DEGREE PROGRAM

The duration and credit hours requirement of various degree program is tabulated as under:

Program	Minimum Duration	Maximum Duration	Minimum Credit Hours
<b>BS (4 years)</b>	4 years (8 Semester)	6 years (12 Semester)	...
<b>BS (5 years)</b>	5 years (10 Semester)	7 years (14 Semester)	160
<b>ADP</b>	2 years (4 Semester)	3 years (6 Semester)	66
<b>MS/MPhil</b>	2 years (4 Semester)	4 years (8 Semester)	30
<b>PhD</b>	3 years (6 Semester)	8 years (1 year reserve for thesis evaluation process)	18+ Thesis

All degree programs must be completed within the time period laid down above.

**Note:** Maximum duration implies the compensation for time lost due to unavoidable circumstances. Every department can set its standard of credit hours according to guidelines of respective Accreditation councils and Board of Studies of concerned department and Academic Council.

### 2.2 UNIVERSITY DUES

Each student shall be required to pay the dues as may be prescribed by the University from time to time, failing which the student will not be registered for the semester.

- At the time of admission to the university, students shall be required to pay the admission fee.
- At the beginning of each semester, students shall have to deposit the fees for registration, as may be prescribed.
- Fees and dues shall be charged for the semester in lump sum and cannot be apportioned on the basis of courses offered or duration of the semester. However, a repeating student shall have to pay fees and dues for the course(s) opted by her.
- If dues are not cleared by the dates specified, a fine will be charged and result with-held.
- In case a student fails to pay the dues along with fee even after the lapse of four months, she shall automatically lose her right of enrollment in the semester and her name shall be removed from the rolls of the University.
- If a student provisionally registered in a semester, fails to appear in the examinations due to any reason e.g., attendance shortage, non-clearance of dues, discipline she will have to pay all dues of the semester.
- The fees/ charges for the program are provisional and are subject to change for both the new and continuing student without prior notice.
- Students shall pay fee for, make-up examination, issue of duplicate transcript and duplicate degree.
- Fifty percent concession in tuition fee & admission fee will be granted to those students whose sister(s) are already studying in the university. However, this concession will not be admissible if any of the sisters is getting another scholarship.

## 2.3 REFUND OF FEE

- 100% fee is refundable (except admission and registration fee), if the student wishes to leave the University up to 7th day of convenes of classes.
- 50% fee is refundable, if the student wishes to leave the University from 8th to 15th day of convenes of classes.
- No fee is refundable, if the student wishes to leave the University from 16th day of convenes of classes.
- Tuition fee will not be adjusted against any other student dues
- Security Money will be refunded after adjusting outstanding dues (if any)

## 2.4 FEE STRUCTURE

Program	Discipline	Duration	Average Semester Fee
<b>BS</b>	English, Urdu, Islamic Studies, Arabic, History & Pak Studies, Pol Sciences, Education, Sociology	4 years (8 Semester)	21766/-
	Applied Psychology, Chemistry, Zoology, Economics, Physics, Mathematics, Botany, Statistics		23766/-
	BBA, Biochemistry & Biotechnology, Environmental Sciences, Mass Communication		19125/-
	MMG (Microbiology and Molecular Genetics)		25766/-
	CS (Computer Science)		31766/-
<b>ADP</b>	English, Urdu, Islamic Studies, Arabic, History & Pak Studies, Pol Sciences, Education, Sociology	2 years (4 Semester)	21766/-
	Applied Psychology, Chemistry, Zoology, Economics, Physics, Mathematics, Botany, Statistics		23766/-
	BBA, Biochemistry & Biotechnology, Environmental Sciences, Mass Communication		19125/-
	MMG (Microbiology and Molecular Genetics)		25766/-
<b>MPhil</b>	English, Chemistry, Islamic Studies, Economics, History & Pak Studies, Zoology, Urdu, Applied Psychology, MMG, Statistics, Biochemistry	2 years (4 Semester)	39598/-
<b>PhD</b>	Urdu, English, History & Pak Studies, Zoology, Economics, MMG, Botany	4 years (8 Semester)	38941/-

## 3. ACADEMIC RULES AND REGULATIONS

### 3.1 ACADEMIC TERMS

**Academic Program** means a program of studies which leads to the award of degree to the students in that program upon successful completion of all its requirements.

**Academic Advisor** Students are assigned an academic advisor who help and guide students in problems pertaining to a course / class.

**Course** means a regular/full time course of study leading to the partial/successful completion of the program, as the case may be.

**Grade Point (GP)** means the grade point earned in a course.

**Grade Point Average (GPA)** means the semester grade points earned in a semester or in the course of study divided by total number of credit hours.

**Cumulative Grade Point Average (CGPA)** is the summation of semester grade points (GPAs) of all semesters including thesis divided by the total number of credit hours taken

by a student.

**C R's:** Each class will elect one Class Representatives, acting as the liaison between the student and the WUM management, in all matters.

**Credit System** A credit hour per week means teaching a theory course for 60 minutes each week throughout the semester. One credit hour in Computer Lab or practical work/project would require lab contact of three hours per week throughout the semester.

**Compulsory Courses:** The courses which are of degree requirements for any of the academic programs offered.

**Core Courses:** These courses are discipline requirement for the degrees offered.

**Elective Courses:** These are specialization specific base courses, to fulfill the requirements of the area of specialization.

**Semester** is a period of 16-18 working weeks including (two weeks for examinations). In a semester system, the academic calendar is split between two Semesters Fall and Spring.

**Summer Semester:** A summer semester of 08-09 weeks duration may be offered during summer vacations i-e. June to August, in special circumstances with prior approval of the competent authority. The contact hours in the summer semester may be doubled to ensure that the course is completely taught during the summer session.

### 3.2 ATTENDANCE POLICY

Every student of the University is required to maintain at least 75% attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to take final examination for that course. In courses with Lab, every student studying such course is required to maintain at least 75% of the attendance in lab and 75% in class room, separately. A student who fails to meet the minimum requirements of attendance, either in Lab or in classroom, she shall not be allowed to take final examination for that course. The 25% margin of absence from the classes is reserved for an illness case or other unavoidable circumstances.

- The teacher concerned shall display the list of the students who do not fulfill the requirements of attendance at least one day before the examination week and such student shall not be allowed to appear in the final exam of the course.
- In case the student remains absent from the class for ten consecutive working days (2-weeks) without leave application her name shall be removed from the rolls.
- If a student misses 03 consecutive lectures without any reason, a warning letter from the concerned teacher may be given to the student.
- If a student is struck-off due to attendance, only once a re-admission shall be allowed.

### 3.3 CHANGE OF COURSE

A student, with the permission of relevant Coordinators may be allowed to change elective courses within 14 days of the commencement of a semester subject to availability of teacher. No change of course shall be allowed after 14 day time limit.

### 3.4 WITHDRAWAL FROM COURSE(S)

A student shall be allowed to withdraw only one course in first semester provided the withdrawal can help the student in improving her performance. Such withdrawal can be made within 14 days after mid-term examinations. Withdrawal from the course will not be counted as a failure. Withdrawn course shall be represented by the letter grade "W" in GPA calculation and will not be treated as "F" grade, i-e the credit hours of a W course will not be counted towards calculating GPA/ CGPA of the student.

### 3.5 REPEATING COURSES

If a student is not allowed to take the examination of any course due to shortage of attendance or on failing a course, she shall be required to register herself in that course whenever offered again, attend the classes regularly and reappear in examination. The credit hours of repeating courses shall be considered for the purpose of calculating maximum semester work load of the student.

### 3.6 IMPROVEMENT OF GRADES

- A student willing to improve her grade, in selected courses may be allowed by the concerned Head of Department duly approved by the Dean of the concerned faculty, after completion of course work of the program.
- On improving subject, if the student gets the grade less than the previous, the previous grade shall be counted towards her passing CGPA.
- The minimum attendance shall be mandatory for the student in the course(s) for which she has registered for the improvement of grades.
- **Undergraduate students** may be allowed to improve a course in which she has obtained grade below 'C', only the better grade shall be used in the calculation of CGPA.
- The Department may define the maximum number (< 6) of courses that students may be allowed to improve, upon the prescribed fee for undergraduates.
- A **graduate student** (MS/M.Phil) with equal and less than 'C' grade can improve the course if she desires to improve the grade. Each Department may define the maximum number of courses (< 3) that a student may improve at the graduate level. In the case of CGPA improvement, it would be recorded with (Imp) on the transcript>

### 3.7 SEMESTER FREEZING

A student may be allowed to freeze a program if she is not able to continue under unavoidable circumstances. However, this option can only be exercised subject to the following conditions:

- Semester freezing will be granted by the Semester Implementation Committee upon recommendation of the concerned program coordinator and Head of Department in response to the request made by the student with cogent and plausible reasons.
- If a student freezes a semester, she will resume her studies from the same stage where she left.
- The maximum duration of the degree program as stipulated in these rules shall remain the same.
- Freeze semester shall be counted towards the duration of the program.
- The option of semester freezing will only be exercised after the completion of first semester.
- The students on probation are not eligible for freezing of programs.
- Department/Institute shall apply for semester freeze immediately after the final examinations to Semester Implementation Committee (SIC) and semester freeze process shall be completed before the commencement of classes of next semester.

## 4. EXAMINATIONS

The examination schedule is clearly defined in academic Calendar at the commencement of every academic year.

#### 4.1 EXAMINATION REGULATIONS.

In order to maintain discipline, all students must follow Examination Regulations.

- I. Students must have with them their valid student I.D card.
- II. No student is allowed to carry a cell phone or a similar device in the Examination Hall.
- III. Students are not permitted to have in their possession, or use, any books, reference material or notes in any form anywhere near them except in case of an open book examination.
- IV. All written work, rough or fair should be done on the answer sheets only. Only blue/black ink is allowed for written answers. Students are also prohibited from writing on the question paper.
- V. Violation of Invigilator's instructions can lead to eviction from the examination hall and strict action against violation of discipline.
- VI. Cheating in any examination is a very serious offence which may lead to expulsion from the University.

#### 4.2 EVALUATION

The students' performance would be evaluated through subjective and objective methods including quizzes, presentations (individual and group), group discussions, case studies and project assignments/lab reports in addition to mid-term and final examinations. These assessment marks (to be determined by the faculty member concerned) will have different weightage contributing towards the overall assessment in percentage marks. This weightage will be determined on the basis of the following guidelines:

Sessional Marks	20%
Mid-Term Examination	30%
Final Examinations	50%

#### 4.3 MAKE UPEXAMINATION

- i. No make-up / re-take examination shall be allowed in case where a student falls short of the required level of attendance or she fails the course. In such cases, the student shall repeat the course.
- ii. Make-up examination may however be allowed on case-to-case basis in the following circumstances subject (always) to the satisfaction of the Head of Department and after approval from departmental Semester Implementation Committee:
  - a) A student gets seriously ill / hospitalized due to such illness or road accident or an act of terrorism or any other unavoidable incidence that is beyond her control. In such a case production of medical certificate and any other relevant document shall be necessary to the satisfaction of the Head of Department and departmental Semester Implementation Committee. Provided that in such a situation the Department shall be informed immediately.
  - b) In case of any blood relations, death of parents, spouse, children of the student or her sibling parents, spouse, children of the student or her sibling.

#### 4.4 PROCEDURE FOR MAKE UPEXAMINATION

The following procedure will apply for makeup examination:

- i. The student concerned will pay a fee as determined from time to time for appearing in the make-up examination.
- ii. Make-up examination will be arranged within two weeks from the date of commencement of the midterm or final term examination as the case may be.

iii. Students, who may not be able to appear in the make-up examination due to unavoidable circumstances, may opt for freezing their semester. Such option will be given in writing before the commencement of the make-up examination failing which the student concerned will be deemed to have failed the make-up examination.

#### 4.5 RESULT DECLARATION

- i. The result declaration of each semester shall be prepared by the Controller Office upon receiving complete result from departments; the notification shall be signed by (in-charge examinations) Controller of Examinations and Head of Department. The result shall also be displayed on the notice board.
- ii. Final transcript/degree shall be issued upon clearance of the necessary pre requisite for acquisition of the final transcript/degree.
- iii. The consolidated result shall be declared within 05 days of conduct of the last examinations of the final semester of a program.

#### 4.6 RETOTALING

The answer book of a candidate shall not be re-assessed under any circumstances.

- a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer appointed shall see that:
  - i. There is no computational mistake in the grand total on the title page of the answer book.
  - ii. The total of various parts of a question has been correctly made at the end of each question.
  - iii. All totals have been correctly brought forward on the title page of the answer book.
  - iv. No portion of any answer has been left un-marked.
  - v. Total marks in the answer book tally with the marks sheet.
  - vi. The hand-writing of the candidate tally in the questions/answer book.
- b. The candidate or anybody on her behalf has no right to see or examine the answer books for any purpose.
- c. The marks of a candidate could increase or decrease in light of (a) (iii) above. In the event of change in the marks, the record shall be corrected accordingly and revised transcript will be issued.

#### 4.7 TRANSCRIPT

Transcripts of all semester results shall be issued by the office of the Controller of Examinations. The following types of transcripts will be issued:

- a. Semester Result Card : For each semester result.
- b. Progressive Mark Sheet : All Semesters Result before Final Result Declaration
- c. Provisional Mark Sheet : All Semesters Result before Final Result Notification
- d. Full Degree/Transcript : On completion of degree program covering all the Semesters results.
- e. Duplicate Degree/ Transcript : In case a transcript is lost.
- f. Revised Degree/Transcript : If the results /credentials are revised under the rules.

## 4.8 GRADING SYSTEM

Numeric Equivalence	Grade Point	Letter Grade	Numeric Equivalence	Grade Point	Letter Grade
85 & above	4.00	A	64	2.40	C
84	3.90	B	63	2.30	C
83	3.80	B	62	2.20	C
82	3.80	B	61	2.10	C
81	3.70	B	60	2.00	C
80	3.60	B	59	1.90	D
79	3.60	B	58	1.80	D
78	3.50	B	57	1.70	D
77	3.40	B	56	1.60	D
76	3.40	B	55	1.50	D
75	3.30	B	54	1.40	D
74	3.20	B	53	1.30	D
73	3.20	B	52	1.20	D
72	3.10	B	51	1.10	D
71	3.00	B	50	1.00	D
70	3.00	B	49 & below	0.00	F
69	2.90	C	Result Late	---	RL
68	2.80	C	Withdrawal		W
67	2.70	C	Repeat		R
66	2.60	C	Incomplete		I
65	2.50	C	Improve		Imp

## 4.9 AWARD OF GOLD MEDAL/DISTINCTION CERTIFICATES

Graduating students fulfilling the following criterion in their respective degree program will be eligible to earn the Medals/Distinction Certificate as under:

1<sup>st</sup> position: Gold Medal (with Distinction Certificate)

- i. Students admitted to a particular degree program in a particular year/session will compete as one group irrespective of the sections or morning/evening program.
- ii. The recipient's CGPA must not be less than 3.50.
- iii. The disciplines where number of students is less than 05, no position will be awarded in semester system.
- iv. The top three position holders shall be awarded a merit certificate after paying the prescribed fee.
- v. No medal or roll of honor or distinction certificate will be granted to candidates who passed examination in 2<sup>nd</sup> attempt.
- vi. The recipient must not have failed or repeated or improved any course during the program and should have completed the degree within the minimum prescribed time period.
- vii. In case of the same CGPA (up to two decimal places), the matter will be decided on the basis of highest percentage of marks scored by a candidate.
- viii. Students appearing for improvement will not be eligible for the award of Medal /Distinction.
- ix. A student will not be eligible for the award of Medal /Distinction, if she has been penalized in the past for violation of the rules of the University, during her stay at the University.

#### 4.10 CGPA REQUIREMENTS FOR THE AWARD OF BS/MA/MSc, MS/MPhil & PhD DEGREES

- The minimum requirement for the award of BS/MA/M.Sc and MS/M. Phil degrees shall be a CGPA of 2.00 and 2.50 respectively.
- To continue research at the Ph.D. level, a candidate must secure a CGPA of 3.0; However, GP of 2.5 is required to qualify a course. The evaluation procedure and the computation of CGPA shall be done according to procedures adopted for other Page | 13 programs by the university. If a student fails to obtain a qualifying CGPA at the end of the final semester, she shall be allowed to improve the CGPA by taking the course with below-grade from C in undergraduate programs and equal and below from C in graduate programs.

#### 4.11 COMPREHENSIVE EXAMINATIONS

- There shall be a qualifying comprehensive examination for an undergraduate degree at the end of coursework.
- First comprehensive examination at the end of coursework after two years/first half of degree and second comprehensive examination after next/last two years/second half of degree. A maximum of two chances shall be given to a candidate to pass the comprehensive examination. The comprehensive examination shall be held twice a year.
- To qualify a comprehensive examination, the student shall have to secure a minimum of 60% marks.

#### 4.12 COURSE LOAD FOR FALL AND SPRING SEMESTERS

- **Undergraduate Students** A student normally enrolls for a minimum of 15 credit hours in a regular semester. Undergraduate students must take at least 15 credit hours in a regular semester to be classified as a full-time student. A student who wishes to enroll for more than 21 credit hours may be allowed by the respective Head of Department to take one extra course of maximum 4 credit hours in case of repeating/ failed/dropped courses.
- **MS/MPhil Students** A student normally enrolls for a minimum of 9 credit hours in a regular semester. A graduate student must take at least 9 credit hours in a regular semester to be classified as a full-time student.
- **PhD Students** A student normally enrolls for a minimum of 9 credit hours in a regular semester. A student must take at least 9 credit hours in a regular semester to be classified as a fulltime student.

Note: (The University may formulate specific policies for allowing a student to take extra courses in a semester depending on the unique circumstances of the students)

#### 4.13 RULES FOR PROMOTION

- i. A student with Cumulative Grade Point Average (CGPA) of 2.00 and above in the semester shall be promoted to the next semester.
- ii. A student with  $1.50 < \text{CGPA} < 2.00$  in the semester shall be promoted to the next semester on "Probation" provided that she has passed at least 50% of the courses in the semester.
- iii. A student with  $1.50 < \text{CGPA} < 2.00$  she has not passed at least 50% of the courses in the semester she shall retain in the same semester. The option of retention,



however, would be available only once during the whole duration of the program. The maximum duration of the degree program for such a student shall stay the same and shall be counted from the date of her original admission.

- iv. A student with CGPA less than 1.50 in any semester shall be dropped from the semester.
- v. Probation status shall not be allowed in more than one semester for graduate programs and two semesters for undergraduate programs.
- vi. A student who has availed one/two probations status, as the case may be, and still unable to maintain 2.00 CGPA shall be dropped from the program as well as from the Department/College/Institute rolls.
- vii. There shall be no limit of attempts to pass any course. However, a student shall have to complete the degree in due course of the period as provided in semester regulations.
- viii. A student, who has not been required to repeat any course(s), obtains CGPA of less than 2.00 at the end of the last semester may be allowed to improve courses in which she has obtained the lowest grades, to improve the CGPA to obtain the minimum of 2.00, failing which she shall be dropped from the program as well as from the Department/College/Institute rolls.
- ix. A student who has been declared to be dropped in any semester due to CGPA or failed courses may be readmitted (once) to the relevant semester with the following conditions.
- x. The student has to pay prescribed re-admission fee in addition to regular semester fees under intimation to the Concerned Departments. xi. Permission to re-admission shall be according to the Re-admission policy of The Women University, Multan. However, she can repeat the improvement/ failed courses of previous semesters.

## **5. LIBRARY**

WUM has two well equipped libraries on both campuses. The library users are expected to follow library rules in letter and spirit for smooth functioning of the libraries:

### **5.1 Library Services**

- Online Booking and Reservation of Library Material Digital Library
- Online Public Access Catalogue (OPAC) of Library Resources
- Electronic Journals and Databases
- Audio/Visual Facilities
- Sophisticated Computer Systems for Research and Use for Digital and Electronic Resources
- Wireless Internet Connection

### **5.2 Library Rules**

- i. Silence must be observed in the study areas. Quiet talking is allowed in the Circulation Desk area. The library staff has the right to ask the people to leave the library if they are talking any where in the library in a way, causing disturbance to other people working.
- ii. Students must carry their University ID cards to enter the library.
- iii. All library material must be borrowed out before leaving the library. Unborrowed items taken beyond the library Gate are considered stolen. Offenders are liable to suspension and stern disciplinary action.
- iv. Seats are not allowed to be reserved. When there is a demand for seats, Library

- staff can remove the unattended articles from the tables.
- v. Chairs and study tables should not be moved around.
  - vi. Eating and drinking in library are prohibited.
  - vii. Personal belongings (such as file covers, briefcases, handbags etc.) must be left outside the library or at the designated place. The University accepts no responsibility for personal belongings left in the library.
  - viii. Users are not permitted to use telephones (including mobile telephones) in the library. Mobile phone must be switched off in the library. Library staff is not permitted to accept private telephone messages with the exception of emergency calls.
  - ix. Students are advised not to write on, tear off, or deface library material (books, furniture etc.) by ballpoint, marker, pen, pencil etc.
  - x. If the Librarian or other Library Staff has reasonable grounds to suspect that a breach of library rules is being committed, he or she has the power to require that any person who is present in, or is leaving or attempting to leave the library, shall demonstrate to the satisfaction of the Librarian or Library Staff that he or she is not in possession of any book(s) or other item(s) of library property.
  - xi. No users of the library shall enter areas of the library designated by the Librarian “not for public access”, unless accompanied by a member of the library staff.
  - xii. Library material is issued for the following duration:
  - xiii. Reference material will NOT be issued.
  - xiv. Renewal of borrowed books cannot be claimed as a right. Priority would be given to those in the waiting list, if any.
  - xv. Borrower must return or renew all library material promptly. Borrowers should ensure that the material is returned by the due date, otherwise fines will be imposed.
  - xvi. A fine of Rs. 5 per day would be charged for each book or audio/video material returned after the due date. This fine can only be waived off by written permission of Director or delegated authority.
  - xvii. If an item is found damaged at the time of its issue, the student must immediately inform the library staff about it and get it noted in the register.
  - xviii. If an item is lost, then the borrower must replace it. If an item is not found from local market then the double cost of the item will be charged.
  - xix. Borrowers shall be responsible for any damage to the borrowed items. The librarian can ask the borrower to replace the damaged item with the same item in excellent condition.
  - xx. Members must notify the library of any change in their postal or email addresses. Theft of library material is a major offence that may result in immediate expulsion from the University. Violation of any of the above rules may result in either termination of the library membership for the semester or imposition of fine.

### **5.3 DIGITAL LIBRARY**

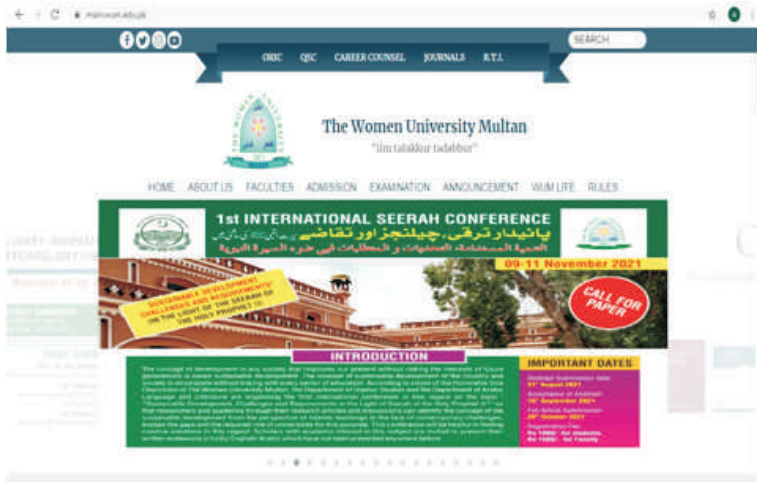
In this technological era, the significance of a digital library cannot be denied. The library and information services at The Women University, Multan, aim to support the teaching and academic work by assisting and providing information, books, periodicals, research journals, newspapers and research information material to students, faculty and staff.

WUM library is providing access to students with books, research journals and magazines. Thousands of books are also offered on different subjects like Life Sciences, Management, Arts and Social Sciences, Religion and Languages and Science. WUM library has also been upgraded by the utilization of HEC funding and computers for the students of M.Phil and Ph.D. have been placed there. The library has access to HEC digital library through PERN. This program allows the researchers to access most of the important texts and

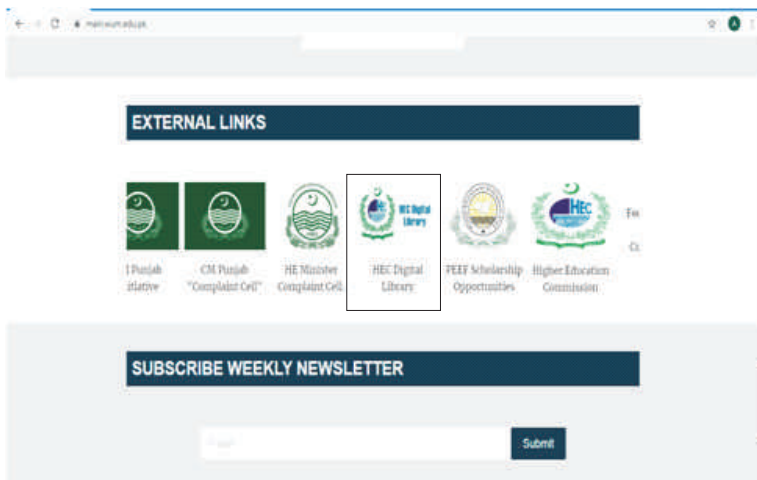
reference books electronically in a vast variety of subjects. Followings are the steps to access the HEC Digital Library.

## HEC DIGITAL LIBRARY

**Step 1:** Go to official website <https://wum.edu.pk> of women University Multan.



**Step 2:** Scroll down to External Link section on home page and click on HEC Digital Library.



**Step 3:** Home page of HEC Digital library open and find your desire resources out of all show on this website.



**Note:** please use your VPN account to access HEC Digital Library from home or other than university.

## 6. STUDENT FACILITIES AT CAMPUSES

WUM is fully equipped with pertinent facilities required for a conducive learning environment like, cafeteria/restaurant, transport facility, sports facilities, library, Learning Management System etc. In-Campus Hostel Facility is also provided.

### 6.1 HOSTELS

The Women University Multan offers the hostel facility for those students who reside outside Multan city. Graduate and undergraduate students who want to avail this opportunity are suggested to apply on prescribed form. Just after securing the admission, students have to submit the application form in the office of the chairperson Hall Council duly filled and verified by concerned head of department. Students have to follow the rules and regulations issued for the hostel residents.

In case of any violation, allotment of hostel will be cancelled with confiscation of all types of deposited hostel dues. Hostel fees are your room occupancy and the fees will be charged during COVID-19 period as well. Those students who do not wish to retain their occupancy this period shall not be ensured for gaining occupancy after the any emergency situation is over.

Mess facility is provided to all the boarders of hostel. It includes breakfast, lunch and dinner. Food court is fully functional; students can enjoy their food in a comfortable environment at both Campuses.

### 6.2 COMPUTER LABS

WUM has well-equipped modern computer labs on both campuses. Students are required to register in order to benefit from the facility. Students must cooperate with lab staff to run the lab operation smoothly and amicably.

1. No drinks & food stuff is allowed in the labs.
2. Use of Mobile phones inside the lab is strictly prohibited.
3. Relocation of the lab equipment is strictly prohibited.
4. No personal equipment without prior permission of Lab In-charge can be brought or installed in the computer labs.
5. Students should be seated properly while using the computers and must tidy up the chairs and keyboard drawer while leaving.
6. No loud talking, noisy behaviour or music is allowed in the labs.
7. No Chatting (e.g. Yahoo & MSN Messenger etc.) is allowed.
8. Lab facilities are for academic use only as per the Fair Use Policy, therefore, **No computer games are allowed in the labs.**
9. During scheduled lab hours, labs are available only for the scheduled class and unavailable for others.
10. No outsider(s) without permission is/are allowed in the labs.
11. No students are allowed to enter and use the facility without the WUM ID cards.
12. Lab Administrator has the right to ask you to leave.
13. Any facility offered in the lab can be revoked/denied without prior notification.

### **6.3 SPORTS COMPLEX AND FACILITIES**

The Women University Multan gives great importance to mental and physical health of its students and faculty. This commitment is best demonstrated in the establishment of University Sports complex at Mattital campus (new campus) and up gradation of sports facilities at Katchery campus (old campus)

### **6.4 LABORATORIES**

To provide first hand learning experience to the students of WUM and to produce outstanding stuff of future female scientists and professionals, university has established modern Labs in its different departments. There are 5 general and 5 research laboratories in departments of Chemistry, Botany, Zoology, Physics and MMG. There are 5 computer labs in departments of Computer Sciences and Information Technology, English, Statistics and Mathematics. Continuous up gradation is undergoing in these labs with numerous new and advance research equipment to provide students facilitation in their studies.

### **6.5 Wi-Fi TECHNOLOGY**

University offers Smart University Wi-Fi to all students who can access the internet from any place within the campus. In order to enable students to get benefit from this service, ID,s of all enrolled students are generated by Network Administrators and forwarded to departments that communicate with students. Office 365 accounts of all students are also generated and communicated in the same way.

### **6.6 MEDICAL SERVICE**

Health care of students and staff has always been considered as the priority at WUM. To fulfill this purpose, the university has a fully equipped on campus Health Center looked after by a female doctor. The University Health Center provides the first aid and medical assistance for minor emergencies. This Health center provides the health facilities to all students and staff throughout the year. 24-hours ambulance service is also available on campus.

## **6.7 DAR-UL-QURAN**

WUM has established an Islamic center at the central location in the university. There are arrangements for prayer for all students. This center is running under the supervision of a full-time teacher who monitors the activities of Islamic center and teaches the Quran to interested university students. The Center also arranges different religious events in the University.

## **6.8 BANK & ATM**

WUM has ATM facility of HBL inside the building of the University to provide safe ATM transactions to university administration, staff and students. Branches of HBL and UBL are also under construction. The purpose of such facilities is to ensure a secure and comfortable stay of students on campus.

## **6.9 CANTEEN**

For refreshment and enjoyment of the students during their stay on campus, the university has a cafeteria at both campuses. The cafeteria offers the relaxing place to the students to eat, drink and for their social interaction. Senior faculty members monitor the activities of cafeteria to provide quality and hygienic food to the students of the university.

University canteen offers hygienic and fresh food including fruits and vegetables, fresh juices, milk-based products like shakes, Ice creams and Smoothies. Quality of food is maintained at campus. It sometimes affects manufacturing cost and sale rates of products available at canteen as compared to those in open market. Food is served in disposable plates. A separate ticketing counter and cash counter make the system of the canteen well organized.

## **6.10 TRANSPORTATION**

Currently there are three buses on three different routes (that cover the whole city Faisalabad) but keeping in view the prospective students the traveling routes will be increased and fleet of buses will also be increased to 05 more with 01 ambulance and 05-07 more cars for university affairs.(Schedule Given at the end of the Booklet)

## **6.11 PRINTING PRESS**

The development of printing press has ever changed the teaching enterprise. Keeping in view this important fact, The Women University Multan has established a state-of-the-art printing press since September, 2015 to fulfill the entire printing needs of the university. The printing press is equipped with advanced machinery and equipment of excellent quality in the area of printing and publications. A very dedicated and experienced staff is working efficiently for completing the tasks of designing prospectus, answer sheets, question papers, newsletter, brochures, registers, budget books, conference/workshop materials, result cards, certificates, ID Cards, various types of form and lots of other printing items.

## **6.12 SECURITY DIVISION**

Due to the current law and order situation in the country, it is mandatory requirement for every educational institution to provide an efficient security system for the safety of its students and staff. Within available resources, WUM has a very vigilant security system. There are specified entry/exit gates with proper checking and record maintenance of credentials of entrants and parking of vehicles at safe place. Security cameras are placed at important locations. Search lights and establishment of CCTV control room are also the security measures taken by the university. Walk through gates and metal detectors are also available within the university. Male and female Security guards do patrolling day and

night. University has also ensured the provision of identification cards to students, staff and visitors for effective security services.

The Women University Multan has improved substantially to conduct a thorough security evaluation. In the backdrop of COVID-19 SOPs, special security measures were taken for the implementation of social distancing, checking of temperature at entry gates, wearing of face masks and maintenance of a standard system of cleanliness. All students are expected to adhere strictly to the SOPs of COVID-19 during the stay at campus.

### **6.13 FATIMA JINNAH AUDITORIUM**

Fatima Jinnah Hall/Auditorium acts as a pivot for all academic and co-curricular activities and events that take place on the campus (Katchery campus). It allows to host numerous events such as conferences, speaker sessions, musical performances, and theatre plays. The entire place is fully equipped with power back-up,

### **6.14 COVID-19 & DISEASE PREVENTION AND MONITORING CELL (CDPMC)**

Government College Women University has implemented a comprehensive mechanism for safe reopening of university under Disease Prevention and Monitoring Cell. Following measures have been taken under this cell.

- 1. *Disinfectant sprays:*** The disinfectant sprays are made to disinfect offices, washrooms, class rooms, chairs, tables, grounds and the whole university on a weekly basis by Estate department. Disinfection has also been done at departmental level on daily basis.
- 2. *Provision of Face Masks:*** The students /faculty without wearing masks cannot enter into university. The masks are being provided at each department for faculty and students. DSA office also has masks on payment if required.
- 3. *Provision of Hand Sanitizer by the WUM:*** To ensure safe health conditions, the hand sanitizers are provided by the WUM to each department for disinfecting hands after regular intervals. HODs would have stock of hand sanitizer in their offices on payment.
- 4. *Health Measure Committee:*** Health measure committee has set up a help desk at dispensary with adequate information about this prevalent malaise. Screening has been started for students, teaching and non-teaching faculty.
- 5. *Monitoring Committee:*** Monitoring committee holds frequent visits of different departments, academic blocks, play area, library, and canteen and food court of University to ensure the implementation of the standard operating parameters of Covid-19.
- 6. *Cleanliness Committee:*** *Cleanliness Committee* ensures the cleanliness of whole Campus to ascertain a clean environment for students free of any contamination caused by germs and health hazard. Student cooperation extremely important to keep the lawn clean. Fine up to Rs. 500/- may also charged if student do not follow the rule.
- 7. *Health Check up & and Vaccination Camps :*** The university has focal persons for COVID-19 and Dengue prevention measures. Focal persons ensure that

camps are established alongside awareness seminars to ensure disease free campuses. Students are required to cooperate and report any concern to these focal persons through registrar.

## **7. STUDENT SUPPORT CENTRE**

The Student Support Centre (SSC) provides all types of student facilitation services to the students under the one roof. The office envisaged the students' personal development and career development needs and aim to fulfil them with the sense of responsibility. Various offices under SSC are as follows: -

### **7.1 CAREER COUNSELING & JOB PLACEMENT CENTER**

The availability of a good career counseling platform at educational institutions is necessary for building a strong career of their students. WUM has established a Career Counseling Center, which helps its students in their educational guidance and counseling services throughout their stay within the university. The Center assists the students in their personal and educational development. It also advises them regarding their career options and opportunities. It helps in building the industrial linkages with various external organizations for creating internship and job opportunities for its students.

### **7.2 COUNSELING PSYCHOLOGY**

Counseling psychologists at WUM help students with emotional, physical and mental health issues. They also provide assessment, diagnosis, and treatment of more severe psychological symptoms and issues related to learning difficulties i.e., difficulty in reading (dyslexia) and writing (dysgraphia) and difficulty with mathematics (dyscalculia). Confidentiality is part of psychology's code of ethics and is maintained to protect individuals' medical records and personal health information, including information about psychotherapy and mental health.

### **7.3 STUDENT FINANCIAL AID OFFICE (SFAO)**

Since its inception, The Women University Multan has been offering five types of financial assistance to its toppers meritorious brilliant, needy, orphan and disabled students on the basis of need or students' financial status. These Scholarships includes:

#### **i. HEC Need Based Scholarships**

This Scholarship Scheme is funded by the Higher Education Commission of Pakistan in which Scholarships are offered to the meritorious needy students of the University. HEC Need Based Scholarship is for the undergraduate enrolment according to financial needs. Total 145 Scholarships have been awarded till date to the needy students of university.

#### **ii. HEC Ehsaas Scholarship Program**

HEC Ehsaas Scholarship Program is funded by the Higher Education Commission of Pakistan in which Scholarships are offered to the undergraduate needy students of the University. HEC Ehsaas Scholarship is for the undergraduate enrolment according to financial needs. Total 746 Scholarships have been awarded in Phase-I and Phase-II till date to the needy students of university.

#### **iii. Punjab Educational Endowment Fund (PEEF)**

PEEF is a pro-active scholarship scheme funded by the Government of the Punjab in which scholarships are provided to the undergraduate and masters students on the basis of marks obtained in their previous degree.

#### **iv. Pakistan Bait-ul-Mal**

Pakistan Bait-ul-Mal (PBM) scholarship is for Undergraduate, Masters and



M.Phil students.

v. **Rehmatul-Lil-Alameen Scholarship**

Rehmatul-Lil-Alameen Scholarships are for the topper students of Undergraduate Level. Total 16 Scholarships have been awarded to the topper students from different departments till date.

vi. **Student welfare Funds -WUM**

The Women University Multan Need Based Scholarship will be awarded to those deserving poor and needy students who could not get Need Based Scholarship from HEC.

**Note: All Scholarships except Rehmatul-Lil-Alameen Scholarship are on need based.**

## **7.4 OFFICE OF RESEARCH AND COMMERCIALIZATION (ORIC)**

ORIC is also located in also located in Student Service Centre at Kacthey campus. It has the following units/offices to provide various services to the students and faculty

i. **Multanian Business Incubation Centre (MIBC)**

MIBC was launched in December 2019 to help students get training in establishing their own start ups and connect them with relevant industry for better understanding of the relevant industries to acquire necessary skills and knowledge. The Centre has successfully run a number of professional training and have participated in KamyabJawan ,start up Pakistan.

ii. **Journals and Publications office**

The WUM is currently publishing ten journals seven of which are HEC recognized journals providing opportunities to disseminate high quality research by the faculty, staff, students and other researchers in life sciences, sciences, social sciences and multi-disciplinary research. The journals provide important access to students to publish their research articles and get necessary trainings to improve their research and article writing skills.

iii. **Alumni Office**

**The Alumni Office is established to keep all our graduates in touch with the University and also with each other.**

The aim of the alumni office is to identify, cultivate and strengthen relationships among former students and graduates while promoting enhancing the university's mission and commitment to academic excellence, productive scholarship, and personal growth. These connections with alumni, who value the education, have skills and knowledge in job market and enhance our partnership with organization.

The Alumni office provides educational opportunities to new students. Additionally, the Societies often support new alumni, and provide a forum to form new friendships and business relationships with people of similar background and education. Students are advised to join the society of their choice, forms are available from DSA.

## **7.5 QUALITY ASSURANCE CELL**

Quality Enhancement Cell (QEC) reflects WUM vision for sustaining and improving the quality of services, in order to live up to the expectations of the stakeholders including students, teachers, parents, employers and above all, the nation. Quality Enhancement Cell has been established in WUM to address quality related issues while simultaneously ensuring incremental, consistent, and sustainable expansion of the related measures.

The office of QEC is located in the Students Service Center in Katchehry Campus. The impact of quality assurance measures in order to enhance the quality of teaching,

undertaken by QEC-WUM are hereby outlined below:-

**i. Online Education**

WUM has taken initiative to digitalize teaching and learning system while struggling hard to assure quality in E-learning. Detailed policy on online teaching and learning has been prepared by QEC in this regard and has been published separately.

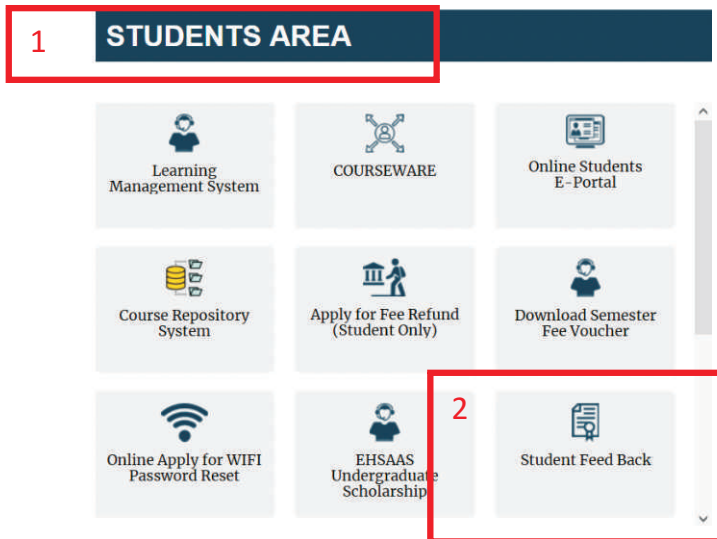
For quality assurance and monitoring of online classes, the university has launched three-tierevaluation process i.e., first evaluation at departmental level in Departmental Course Review Committee (DCRC), second stage of approval at Subcommittee of Online Accreditation Council (SOAC) lead by Quality Enhancement Cell (QEC) and Task Force constituted for the continuous monitoring of online education. Final approval is done by Online Accreditation Council (OAC). Online Academic Council has also approved all the policies and SOPs for online education developed by the University.


**ii. Online Student Feedback System**

It is compulsory for students to submit their feedback regarding courses offered through an Online Student Feedback System to QEC available on the official website of the university. Students are free to express their opinion on the course conduction, the way in which the courses are conducted and teaching material. Students are also required to submit graduation completion survey and alumni survey upon completion of their programs at WUM.

Visit University main website: <https://main.wum.edu.pk/>

Go to Student Area and click on Student Feedback





**3** **Stu.CNIC NO**

00000-0000000-0

**Student Date of Birth**

mm / dd / yyyy

**Login**

**Note:if difficulty in login send query**  
**sys@wum.edu.pk**

### iii. Course Evaluation and Curriculum Review

QEC conducts evaluation of courses offered both online and in campus through an organized system in response to feedback received by students as well as class surveys conducted on regular basis. Curriculum revision is performed as per requirement

**Quality Enhancement Cell**

The Women University Multan

**(1) Teacher Evaluation Form**

**4**

**(2) Course Evaluation Form**

**5**

Logout

Wellcome!

HUMAIRA SALEEM M.Phil Biochemistry 2021-2023

Dear Student your feed back is valuable for us.

Please be sure that Feed Back provided by you would be kept strictly confidential.  
Please fill above two forms (1) and (2) for all your semesters/courses available in the lists

### iv. Student Advisers

In order to make teaching and learning system more effective, continuous professional development of student is ensured. Targeted training programs are organized in identified areas for capacity building of student. Each department has a adviser for the students to advise the students.

### v. Grievance Adjudicate System

Grievances adjudicate system for students has been established to handle disputes and complaints. Students will be able to lodge complaints and raise issues emerging as a result of online and on campus classes through the online system to QEC available on the official website of the university.

Student grievance Adjudicate Committee shall address the complaints and settle the grievances.

## vi. Coursera

Coursera is a worldwide renowned MOOC (Massive Open Online Course) provider. The Women University, Multan, through its Coursera for Campus Program has been facilitating its students, faculty and staff to avail 01 paid course from international universities free of cost.

There are currently 3914 international courses being offered from Coursera.

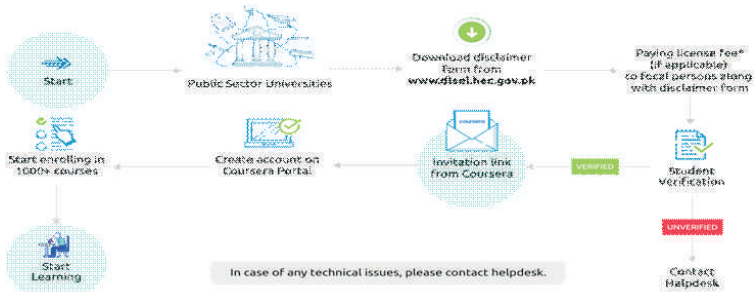
These courses range from courses, professional certificates to specializations.

WUM catalog of courses can be found at

<https://www.coursera.org/programs/thewomen-university-multan-on-coursera-c1nbb>

**For Registration:** Contact your University Focal person and follow bellow given steps.

1. Please download the disclaimer form from [Downloads](#)
2. Fill out the disclaimer form.
3. Pay the registration amount (if applicable) to Focal persons along with the declared disclaimer form.
4. After verification, you will receive an invitation link from Coursera. In case verification is not approved, please contact the focal person or DLSEI helpdesk.
5. By clicking on the invitation link you will be redirected to the Coursera portal where you will be able to create an account on Coursera (if not already created).
6. After creating the account on Coursera, you will be able to access the HEC Coursera Portal, where you can start enrolling in 1000+ courses
7. Start Learning!



**Please note:** If you face any issues or difficulties during the registration process, please feel free to contact the university focal person or [support@dlsei.hec.gov.pk](mailto:support@dlsei.hec.gov.pk)

## کھاد فیکٹری: Route Name

دوپہر کاروٹ		صبح کاروٹ	
03:00 یونیورسٹی سے روانگی		06:30 یونیورسٹی سے روانگی	
ڈراپ ٹائم	سٹاپ کا نام	پک اپ ٹائم	سٹاپ کا نام
-	حسن آباد، کھاد فیکٹری	6:50	حسن آباد، کھاد فیکٹری
-	فرخ ٹاؤن، راجہ پور	6:52	فرخ ٹاؤن، راجہ پور
-	سہوچوک، مل صادق آباد	7:05	راواں موڑ، مل صادق آباد
-	این سینا، سوہنی دھرتی	7:15	این سینا، سوہنی دھرتی
-	فالکن سٹی، کھیڑاچوک	7:20	فالکن سٹی، کھیڑاچوک
-	واپڈ اکالونی، انیسہ گاڑڈن	7:30	واپڈ اکالونی، انیسہ گاڑڈن
-	سوئی گیس دفتر، زید ٹاؤن، 40 فٹی، سمیجہ آباد	7:35	سوئی گیس دفتر، زید ٹاؤن، 40 فٹی، سمیجہ آباد
-	باغ حسین، باقر آباد پٹی	7:37	باغ حسین، باقر آباد پٹی
-	چوک کہاراں والا، 1122، مدنی چوک	7:40	چوک کہاراں والا، 1122، مدنی چوک
-	رحیم چوک، گلستان چوک	7:45	رحیم چوک، گلستان چوک
-	انعم ہسپتال، گلستان میرن کلب، جامعہ العلوم	7:47	انعم ہسپتال، گلستان میرن کلب، جامعہ العلوم
-	بہار چوک، جان محمد، ولایت حسین کالج	7:50	بہار چوک، جان محمد، ولایت حسین کالج
-	دولت گیٹ، حسین آگاہی، گھنڈہ گھر	7:55	دولت گیٹ، حسین آگاہی، گھنڈہ گھر
-	کچیری کیمپس	8:10	کچیری کیمپس

## ناگ شاہ- ممتاز آباد: Route Name

دوپہر کاروٹ		صبح کاروٹ	
یونیورسٹی سے روانگی 03:00		یونیورسٹی سے روانگی 06:30	
ڈرامپ ٹائم	سٹاپ کا نام	پک اپ ٹائم	سٹاپ کا نام
-	ناگ شاہ چوک	7:00	ناگ شاہ چوک
-	کانیاں پور چوک	7:05	کانیاں پور چوک
-	زرعی یونیورسٹی	7:10	زرعی یونیورسٹی
-	بلال چوک	7:12	بلال چوک
-	فاروق پورہ	7:15	فاروق پورہ
-	واحد آباد پٹرول پمپ	7:15	واحد آباد پٹرول پمپ
-	گندانا ممتاز آباد	7:40	گندانا ممتاز آباد
-	کوکا کولا	7:40	کوکا کولا
-	جیل موڑ، غلہ منڈی	7:45	جیل موڑ، غلہ منڈی
-	چوک شاہ عباس	7:48	چوک شاہ عباس
-	چاہ جمو والا، ٹمبر مارکیٹ	7:50	چاہ جمو والا، ٹمبر مارکیٹ
-	بھٹہ کالونی	7:52	بھٹہ کالونی
-	ولایت آباد، ناز سینما	7:55	ولایت آباد، ناز سینما
-	ڈیل پھانک	8:00	ڈیل پھانک
-	عزیز ہوٹل، ریلوے اسٹیشن	8:05	عزیز ہوٹل، ریلوے اسٹیشن
-	سدو حسام چوک	8:08	سدو حسام چوک
-	ڈیرہ اڈا	8:12	ڈیرہ اڈا
-	نواں شہر	8:15	نواں شہر
-	کچیری کیپس	8:20	کچیری کیپس

چونکی نمبر 14، اسٹیدیم، وہاڑی چوک  
Route Name:

دوپہر کاروٹ		صبح کاروٹ	
یونیورسٹی سے روانگی 03:00		یونیورسٹی سے روانگی 06:30	
ڈراپ نام	سٹاپ کا نام	پک اپ نام	سٹاپ کا نام
-	مخدوم رشید، پیل چٹھہ	6:40	مخدوم رشید
-	پیل چٹھہ	7:05	پیل چٹھہ
-	کسی 19	7:10	کسی 19
-	شاہ رکن عالم انٹر چینج	7:15	شاہ رکن عالم انٹر چینج
-	کسی 18	7:18	کسی 18
-	کوٹ رب نواز	7:20	کوٹ رب نواز
-	کسی 17	7:22	کسی 17
-	صیام سٹی	7:23	صیام سٹی
-	اسٹڈیم	7:28	اسٹڈیم
-	سلطان گھی ملز	7:32	سلطان گھی ملز
-	فاطمہ ٹاؤن	7:35	فاطمہ ٹاؤن
-	وہاڑی چوک	7:40	وہاڑی چوک
-	پتیل کالونی	7:43	پتیل کالونی
-	اللہ وسایا چوک	7:45	اللہ وسایا چوک
-	بی سی جی چوک	7:50	بی سی جی چوک
-	مونا گرامر	7:55	مونا گرامر
-	احمد آباد	7:57	احمد آباد
-	نمبر چوگلی 14	8:00	نمبر چوگلی 14
-	منظور آباد	8:03	منظور آباد
-	حافظ جمال	8:07	حافظ جمال
-	دولت گیٹ	8:10	دولت گیٹ
-	کچہری کیپس	8:15	کچہری کیپس

**Route Name: بوسن روڈ- ماڈل ٹاؤن-چوک کہہاراں والا**

دوپہر کاروٹ		صبح کاروٹ	
03:00 یونیورسٹی سے رداگگی		06:30 یونیورسٹی سے رداگگی	
ڈراپ ٹائم	سٹاپ کا نام	پک اپ ٹائم	سٹاپ کا نام
-	چوگئی نمبر 9	6:35	چوگئی نمبر 9
-	گلگشت	6:40	گلگشت
-	سبز بازار	6:43	سبز بازار
-	چوگئی نمبر 6	6:45	چوگئی نمبر 6
-	شایمبار	6:45	شایمبار
-	ناردن بائی پاس	6:50	ناردن بائی پاس
-	محمود کوٹ	6:52	محمود کوٹ
-	ڈی ایچ اے	7:00	ڈی ایچ اے
-	ڈی ایچ اے سے واپس محمود کوٹ	7:05	ڈی ایچ اے سے واپس محمود کوٹ
-	ماڈل ٹاؤن	7:15	ماڈل ٹاؤن
-	واپڈا ٹاؤن	7:17	واپڈا ٹاؤن
-	پنی آئی اے کالونی	7:20	پنی آئی اے کالونی
-	نگنہ چوک	7:22	نگنہ چوک
-	تصوری چوک	7:27	تصوری چوک
-	چوک کہہاراں والا	7:30	چوک کہہاراں والا
-	سٹی کالج	7:32	سٹی کالج
-	واپڈا آفس	7:37	واپڈا آفس
-	رشید آباد	7:40	رشید آباد
-	بلال موٹرز	7:42	بلال موٹرز
-	عید گاہ	7:45	عید گاہ
-	چوگئی نمبر 9	7:48	چوگئی نمبر 9
-	چوگئی نمبر 7.8	7:50	چوگئی نمبر 7.8
-	کبیری کیمپس	8:00	کبیری کیمپس



## منظر آباد

دوپہر کاروت		صبح کاروت	
03:00 یونیورسٹی سے روانگی		06:30 یونیورسٹی سے روانگی	
ڈراپ ٹائم	سٹاپ کا نام	پک اپ ٹائم	سٹاپ کا نام
-	شیر شاہ	7:15	شیر شاہ
-	والوٹ موڑ	7:18	والوٹ موڑ
-	علی چوک	7:22	علی چوک
-	کراچی ہوٹل	7:25	کراچی ہوٹل
-	سینما سولنگ، مل پھانگ	7:27	سینما سولنگ، مل پھانگ
-	ساتواں میل	7:30	ساتواں میل
-	القریش، ڈیفنس کالونی	7:35	القریش، ڈیفنس کالونی
-	نادر آباد پھانگ	7:40	نادر آباد پھانگ
-	کچا پھانگ، تحصیل دار موڑ	7:45	کچا پھانگ، تحصیل دار موڑ
-	گارڈن ٹاؤن	7:50	گارڈن ٹاؤن
-	بابا غریب شاہ	7:55	بابا غریب شاہ
-	گراس منڈی	8:00	گراس منڈی
-	عزیز ہوٹل	8:05	عزیز ہوٹل
-	انس پی چوک، خان پلازہ	8:10	انس پی چوک، خان پلازہ
-	کچیری کیپس	8:15	کچیری کیپس

**Route Name: بہاولپور بائی پاس، ملی والا**

دوپہر کاروٹ		صبح کاروٹ	
یونیورسٹی سے روانگی 03:00		یونیورسٹی سے روانگی 06:30	
ڈراپ ٹائم	سٹاپ کا نام	پک اپ ٹائم	سٹاپ کا نام
-	محمود آباد	7:05	محمود آباد
-	ٹیکنیکل کالج	7:08	ٹیکنیکل کالج
-	قاسم پور منہر	7:10	قاسم پور منہر
-	مدینہ ٹاؤن	7:13	مدینہ ٹاؤن
-	بہاولپور بائی پاس	7:15	بہاولپور بائی پاس
-	پنی ایس او پپ	7:20	پنی ایس او پپ
-	فضل ماڈل	7:23	فضل ماڈل
-	اڈاہلی والا	7:25	اڈاہلی والا
-	رام کلی	7:38	رام کلی
-	شیل پپ	7:40	شیل پپ
-	ٹوٹل پپ	7:42	ٹوٹل پپ
-	ہینڈ نو بہار	7:45	ہینڈ نو بہار
-	دہاڑی چوک	7:47	دہاڑی چوک
-	بنی سی جی چوک	7:50	بنی سی جی چوک
-	کھیری کیسپس	8:15	کھیری کیسپس

سبزی منڈی، شاہ رکن عالم، معصوم شاہ

Route Name: شاہ معصوم شاہ، شاہ رکن عالم، سبزی منڈی

دوپہر کاروٹ		صبح کاروٹ	
03:00 یونیورسٹی سے روانگی		06:30 یونیورسٹی سے روانگی	
ڈراپ ٹائم	سٹاپ کا نام	پک اپ ٹائم	سٹاپ کا نام
-	مدنی چوک	7:30	مدنی چوک
-	کبیر اسٹاپ	7:30	کبیر اسٹاپ
-	سبزی منڈی	7:33	سبزی منڈی
-	جناح پارک	7:33	جناح پارک
-	حزہ چوک	7:35	حزہ چوک
-	بس اسٹینڈ شیل پمپ	7:38	بس اسٹینڈ شیل پمپ
-	مسجد انڈر پاس	7:40	مسجد انڈر پاس
-	انصاری چوک	7:43	انصاری چوک
-	شان چوک	7:45	شان چوک
-	النور پلازہ	7:48	النور پلازہ
-	شاہ رکن عالم کالج	7:50	شاہ رکن عالم کالج
-	بی بلاک	7:53	بی بلاک
-	تھانہ چوک	7:53	تھانہ چوک
-	حیات چوک	7:55	حیات چوک
-	مزل چوک	7:58	مزل چوک
-	گلشن مارکیٹ	7:58	گلشن مارکیٹ
-	جنجوعہ چوک	8:00	جنجوعہ چوک
-	رحیم چوک	8:03	رحیم چوک
-	گلستان چوک	8:05	گلستان چوک
-	گلستان میرج ہال، جامع العلوم	8:08	گلستان میرج ہال، جامع العلوم
-	جان محمد چوک، بہار چوک	8:10	جان محمد چوک، بہار چوک
-	سلور کارخانہ	8:13	سلور کارخانہ
-	ولایت حسین کالج	8:13	ولایت حسین کالج
-	دولت گیٹ	8:15	دولت گیٹ
-	کچھری کیسپس	8:20	کچھری کیسپس

## اللہ شانی، پل واصل، کینٹ، قاسم بیلا

دوپہر کاروٹ		صبح کاروٹ	
یونیورسٹی سے روانگی 03:00		یونیورسٹی سے روانگی 06:30	
ڈراپ نام	سٹاپ کا نام	پک اپ نام	سٹاپ کا نام
-	اللہ شانی	6:45	اللہ شانی
-	رحمت کالونی	6:47	رحمت کالونی
-	لودھی کالونی	6:47	لودھی کالونی
-	دیوان دا باغ	6:50	دیوان دا باغ
-	چوگلی نمبر 5	6:52	چوگلی نمبر 5
-	حفظہ چوک	6:55	حفظہ چوک
-	پولیس لائن، رضا آباد	6:58	پولیس لائن، رضا آباد
-	پل واصل	7:00	پل واصل
-	جمیل آباد	7:02	جمیل آباد
-	باغ والا	7:03	باغ والا
-	چوگلی نمبر 1	7:05	چوگلی نمبر 1
-	نادرا آفس	7:08	نادرا آفس
-	امبیریل چوک	7:09	امبیریل چوک
-	قاسم لائن	7:12	قاسم لائن
-	قاسم بیلا مارکیٹ	7:22	قاسم بیلا مارکیٹ
-	علی پارک	7:24	علی پارک
-	سکی پٹی	7:26	سکی پٹی
-	دھاکہ چوک	7:30	دھاکہ چوک
-	چیک پوسٹ	7:32	چیک پوسٹ
-	گھوڑا چوک	7:37	گھوڑا چوک
-	انیم بی ایم	7:39	انیم بی ایم
-	بابا غریب شاہ	7:40	بابا غریب شاہ
-	گراس منڈی	7:42	گراس منڈی
-	پنی ٹی سی ایل کالونی	7:43	پنی ٹی سی ایل کالونی
-	عزیز ہوٹل	7:45	عزیز ہوٹل
-	پنجاب موٹرز	7:48	پنجاب موٹرز
-	ڈیرہ اڈا	7:50	ڈیرہ اڈا
-	نواں شہر	7:52	نواں شہر
-	کچیری کیمپس	8:00	کچیری کیمپس

## **Important Website for internships and jobs**

- United Nations Pakistan <https://pakistan.un.org/>
- United Nations Careers <https://careers.un.org>
- Punjab Public Service Commission <https://www.ppsc.gop.pk/>
- Federal Public Service Commission <https://fpsc.gov.pk/>
- United Nations Development Programme <https://www.undp.org/>
- The United Nations Volunteers <https://www.unv.org/>

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The material and information contained in this section is for general information. Students are advised to not rely upon mentioned information in the website on a basis for making any business, legal or any other related decision.



Designed at:  
University Printing Press, The Women University Multan