



# **STUDENT'S EXAMINATION HANDBOOK 2020-21**

The Women University Multan

# STUDENT'S EXAMINATION HANDBOOK 2020-21



**The Women University Multan**

## **Vice Chancellor's Message**

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 the 21st 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.

Dear Students! You are embarking on a bright academic and professional journey. We look forward to facilitating you to contribute to the progress and prosperity of our country.

WUM emphasizes instilling values and facilitates the 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 contributing to the advancement of learning and knowledge as we look towards the future.

**Prof. Dr. Uzma Quraishi**  
Vice Chancellor

## **Message from Controller of Examinations**

Effective evaluation and assessment of student's performance is a key component of University education. The office of Controller of Examinations is offering a transparent and reliable examination system for the students of the Women University Multan. We aim to provide the best possible services to the students without compromising the standard and sanctity of examinations.

The Student's Examinations Handbook is a source of valuable information and you will find it immensely useful for all practical purposes during your course of study. This book is to guide you about the rules and regulations of the Women University, Multan. You should read the handbook carefully, understand, and abide by the set rules and regulations to avoid any unpleasant experience that might interfere with your learning. I would like to wish you the best of luck with your studies and will look forward to your success in life.

**Dr. Hina Ali**  
Controller of Examinations

## **Vision**

Due to the strength of the examinations and evaluation system of The Women University Multan, its degree will be considered as a benchmark for Quality, Reliability & Credibility.

## **Mission**

Examinations Department in The Women University Multan will develop a unified, technologically strong, efficient, customer-oriented, flexible, and transparent system that should guarantee highly reliable testing and evaluation procedures with zero tolerance towards unfair and inefficient practices.

## **Objectives**

- i. To establish a strong, reliable, and credible examination/evaluation system in the institution.
- ii. To improve the quality of examination and evaluation, and ensuring the credibility of the processes throughout the system,
- iii. To ensure that all components of the examinations system in the institution follow the rules and policies of the institute in true letter and spirit to ensure the same quality standards across the board.
- iv. To improve the examinations and evaluation policies of the institution to make them flexible enough to adapt to the changing environment continuously.
- v. To boost the examination system to the optimum level to get better, speedy, and reliable results.
- vi. To establish a network that could guarantee constant information sharing between all the components.

# Core Values

The examinations department endeavors to uphold:

**Accuracy:**

To maintain and uphold high standards of accuracy in the entire process of examining candidate.

**Transparency:**

To maintain the high standards of transparency during the whole process of examining the candidate.

**Secrecy:**

To maintain secrecy during the whole process of examinations and evaluation.

**Credibility and Integrity:**

To maintain and uphold high standards of integrity in the entire process of examining bodies.

**Partnership and Teamwork:**

Establishing and maintaining cordial working links with the other examining bodies.

**Customer Focus:**

Being responsive to the candidate's needs.

**Professionalism:**

Strengthening professional linkages with tertiary institutions in Pakistan.

**Provide Learning Initiative:**

To recognize that all persons are capable of learning and improving their work environment.

# Team Members

## Controller of Examinations

♣ **Dr. Hina Ali**

Phone: 061-9066222

Email:controller@wum.edu.pk

hinaali@wum.edu.pk

## Deputy Controller of Examinations

♣ **Mr. Arfan Haider**

Email:executiveofficers1@wum.edu.pk

## Assistant Controller of Examinations

♣ **Ms. Shazia Riaz**

Email:shazia.6027@wum.edu.pk

♣ **Ms. Zubaria Magsi**

Email:zubaria.6016@wum.edu.pk

♣ **Ms. Uroosa Akhtar Khan**

Email:uroosa.6354@wum.edu.pk

♣ **Ms. Sumbal Hashmi**

Email:sumbal.6354@wum.edu.pk

♣ **Mr. Safeer Haider**

Email:haidersafeer@wum.edu.pk

♣ **Mr. Shafique Anwer**

Email:m.shafiq@wum.edu.pk

# Table of Contents

1. VISION & MISSION OF COE OFFICE	
2. OBJECTIVES	
3. CORE VALUES	
4. KEY CONTACTS	
5. DEGREE PROGRAM DURATION	08
6. CREDIT HOUR	08
7. DURATION OF SEMESTER	08
8. RULES FOR SUMMER SEMESTER	09
9. ATTENDANCE CRITERIA	09
10. COURSE LOAD FOR FALL AND SPRING SEMESTER	10
11. GPA REQUIREMENT	11
12. GRADING SYSTEM FOR UNDERGRADUATE	11
13. GRADING SYSTEM OF MS/MPhil	12
14. GRADING SYSTEM OF PhD	13
15. COMPUTATION OF GPA, CGPA, OPM	14
16. RULE OF PROMOTION BS,MA/Msc/MIT/MCS/MBA	14
17. RULE OF PROMOTION MS/MPhil,PhD	15
18. RULE OF PROMOTION PhD	16
19. IMPROVEMENT OF GRADES	17
20. CHANGE OF COURSE	17
21. REPEATING COURSES	17
22. SEMESTER FREEZING	18
23. WITHDRAWAL FROM COURSE	18
24. ADDITIONAL SPECIALIZATION	19
25. RE-TOTALING	19
26. CONDUCT OF EXAMINATIONS	20
27. INSTRUCTIONS FOR STUDENT EXAMINATIONS	20
28. DURATION OF EXAMINATION	21
29. HOME ASSIGNMENT & TERM PAPER	21
30. EVALUATION	21
31. UNFAIR MEANS	22
32. COMPREHENSIVE EXAMINATION	22
33. MS/MPhil THESIS SUBMISSION AND EXAMINATION	23
34. PLAGIARISM REPORT	25
35. AWARD OF GOLD MEDAL AND DISTINCTION CERTIFICATE	25
36. PERMISSION OF WRITER FOR SPECIAL STUDENT	26
37. TRANSCRIPT/DEGREE	26
38. FEE STRUCTURE	27
39. PROCESSING TIME FREME FOR APPLICATIONS	28
40. HOW TO COMMUNICATE WITH the US???	29
41. STANDARD OPERATING PROCEDURE DURING COVID-19	30
42. ACADEMIC CALENDARS 2020-21	31



## DEGREE PROGRAMS & DURATION:

The duration and credit hours required of the various degree programs are tabulated as under:

Program	Years of Education	Duration		Min. Credit Hours
		Min.	Max.*	
Bachelors (4years)	16	4 years	6 years	124
Bachelors (5years)	16	5 years	7 years	160
Master (MA/MSc)	16	2 years	3 years	66
MS/MPhil or equivalent	18	1.5 years	3 years	30
PhD	21	3 years	8 years	18

## CREDIT HOUR:

- 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.
- Credit hours are denoted by two digits within brackets with a plus sign (+)
  - The first digit represents the theory.
  - The second digit represents the practical.

## DURATION OF SEMESTER

- Each semester shall be of 16-18 weeks duration; out of which 15-16 weeks shall be reserved for teaching, and 2 weeks for examinations.
- There shall be a “teaching break” to be called “Semester Break” of 1 week after every semester; this break shall be used for preparation/ submission of the result.
- There shall be two examinations in one semester i.e. Mid Term & Final Term.

## **RULES FOR SUMMER SEMESTER**

- i. The summer semester shall be offered as an optional semester of 08-09 weeks duration. Students shall be offered courses to remove deficiencies, advance course(s), and can enroll in upto a maximum of 08 credit hours during summer.
- ii. Moreover, a student who has either failed or has been stopped to take the examination due to a shortage of class attendance or wishes to repeat her grade is allowed to register in summer.
- iii. A student shall only be allowed to register in 1 to 2 courses.
- iv. The contact hours per week during the Summer Semester on the recommendation of HoD/Dean shall be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- v. Students can enroll in a maximum of 2 Theory courses or 1 lab course during the summer session.
- vi. The case shall be reviewed by the concerned Chairperson of the Department and Dean of Faculty.
- vii. A course in the summer semester shall be offered only if a minimum of 05 students are willing to take the course.
- viii. Students opting for internships are not allowed to take the course(s) in the summer semester.

## **ATTENDANCE CRITERIA**

- Every student of the university is required to maintain at least 75% attendance in each course.
- In courses with lab, every student studying such a course is required to maintain at least 75% of the attendance in the lab and 75% in the classroom, separately.
- 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.

# **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 a maximum of 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 full-time 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.)

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

- i. The minimum requirement for the award of BS/MA/M.Sc and MS/MPhil degrees shall be a CGPA of 2.00 and 2.50 respectively.
- ii. To continue research at the PhD level, a candidate must secure a CGPA of 3.0; However, a GP of 2.5 is required to qualify for a course. The evaluation procedure and the computation of CGPA shall be done according to procedures adopted for other 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 a below-grade from C in undergraduate programs and equal from C in graduate programs.

### GRADING SYSTEM FOR UNDERGRADUATE

Equivalence in numerical grades, grade points, and letter grades shall be as follows:

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

## GRADING SYSTEM FOR MS/MPhil:

Equivalence in numerical grades, grade points, and letter grades will be as follows:

<b>Numeric Equivalence</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Numeric Equivalence</b>	<b>Grade Point</b>	<b>Letter Grade</b>
85 & above	4.00	A	68	2.80	C
84	3.90	B	67	2.70	C
83	3.80	B	66	2.60	C
82	3.80	B	65	2.50	C
81	3.70	B	64	2.40	C
80	3.60	B	63	2.30	C
79	3.60	B	62	2.20	C
78	3.50	B	61	2.10	C
77	3.40	B	60	2.00	C
76	3.40	B	59 & below	0.00	F
75	3.30	B	Result Late	----	RL
74	3.20	B	Withdrawal		W
73	3.20	B	Repeat		R
72	3.10	B	Incomplete		I
71	3.00	B	Improve		Imp
70	3.00	B			
69	2.90	C			

## GRADING SYSTEM (PhD):

Equivalence in numerical grades, grade points, and letter grades will be as follows:

<b>Numeric Equivalence</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Numeric Equivalence</b>	<b>Grade Point</b>	<b>Letter Grade</b>
85 & above	4.00	A	71	3.00	B
84	3.90	B	70	3.00	B
83	3.80	B	69	2.90	C
82	3.80	B	68	2.80	C
81	3.70	B	67	2.70	C
80	3.60	B	66	2.60	C
79	3.60	B	65	2.50	C
78	3.50	B	64 & below	0.00	F
77	3.40	B	Result Late	----	RL
76	3.40	B	Withdrawal		W
75	3.30	B	Repeat		R
74	3.20	B	Incomplete		I
73	3.20	B	Improve		Imp
72	3.10	B			

# COMPUTATION OF SEMESTER GPA, CGPA and OPM

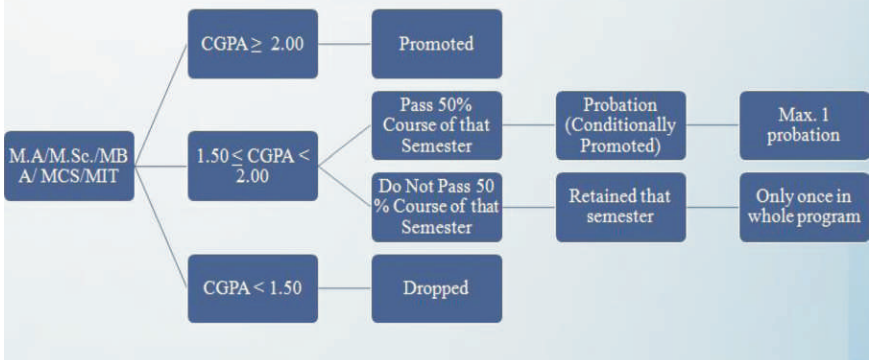
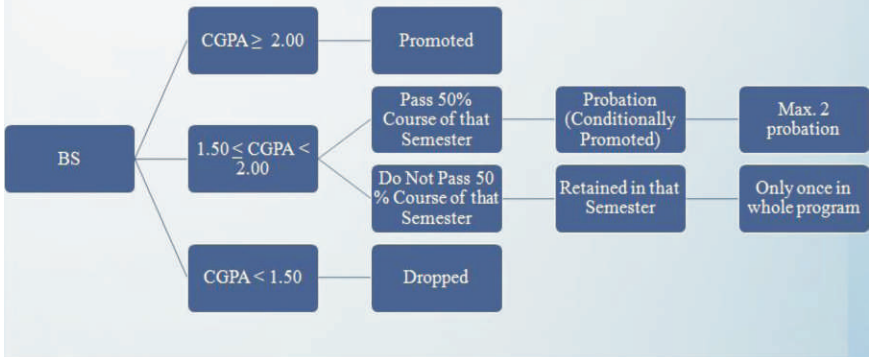
Semester Grade Point Average (GPA), Cumulative Grade Point Averages (CGPAs) and Overall Percentage Marks(OPM) shall be calculated using the following formulas:

$$\text{GPA} = \frac{\text{Sum of overall taken Courses in a Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

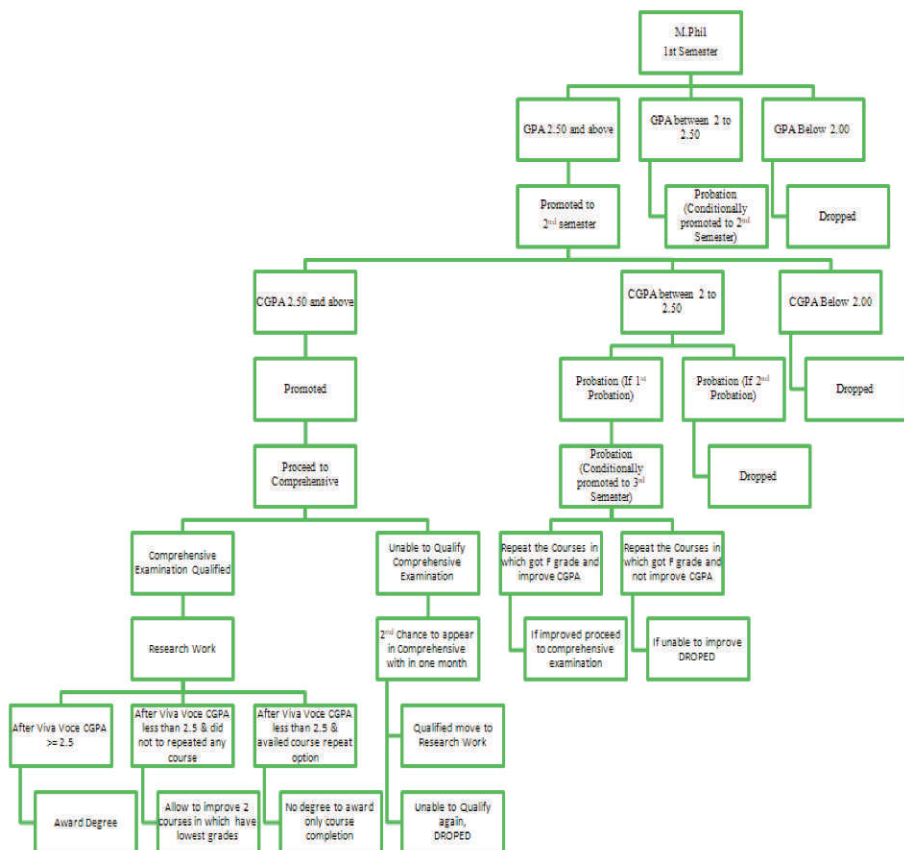
$$\text{CGPA} = \frac{\text{Sum of overall taken Courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

$$\text{Overall Percentage Marks(OPM)} = \frac{\text{Net Aggregate (\% Marks in a Course x Credit Hours)}}{\text{Total Credit Hours}}$$

## RULES FOR PROMOTION

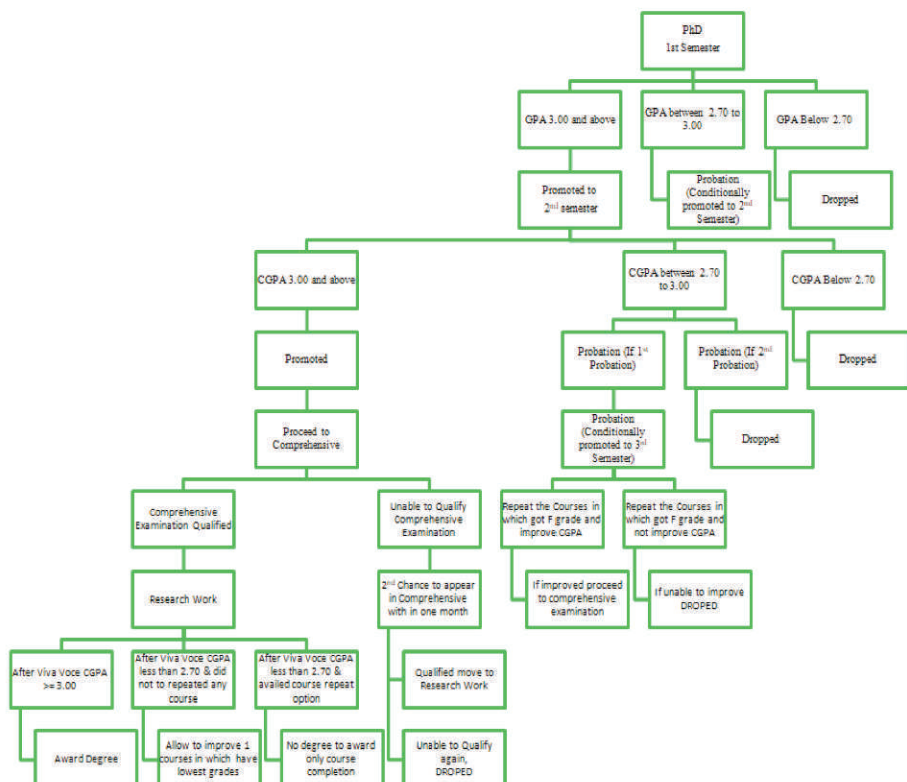


# RULE OF PROMOTION MS/MPhil:





# RULE OF PROMOTION FOR PhD:



## **IMPROVEMENT OF GRADES**

- i. 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.
- ii. On improving subject, if the student gets a grade less than the previous, the previous grade shall be counted towards her passing CGPA.
- iii. The minimum attendance shall be mandatory for the student in the course(s) for which she has registered for the improvement of grades.
- iv. Under graduate 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.
- v. The Department may define the maximum number (< 6) of courses that students may be allowed to improve, upon the prescribed fee for undergraduates.
- vi. A graduate student (MS/M.Phil) with an equal '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.
- vii. In the case of CGPA improvement, it would be recorded with (Imp) on the transcript.
- viii. There is a one-year time limit if any student opts for the imp of course.

## **CHANGE OF COURSE (S)**

A student, with the permission of relevant coordinators, shall be allowed to change elective course(s) within 14 days of commencement of a semester subject to the availability of the teacher. No change, of course, shall be allowed after the time limit.

## **REPEATING COURSES**

- If a student gets an 'F' grade, she shall be required to repeat the course or its recommended alternate, if any.
- If a student is not allowed to take the examination of any course due to a shortage of attendance or on failing a course, she shall be required to register herself on prescribed fee in that course whenever offered again, attend the classes regularly, and maintaining minimum attendance shall be mandatory.
- The credit hours of repeating courses shall be considered for calculating the maximum semester workload of the student ensured by the chairperson of the concerned department.

## **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 shall be granted by the Semester Implementation Committee (SIC) 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 shall resume her studies from the same stage where she left with semester freeze status.
  - The maximum duration of the degree program as stipulated in these rules shall remain the same.
  - The freeze semester shall be counted towards the duration of the program.
  - 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.
  - The students on probation shall not be eligible for freezing of programs.
  - The option of semester freezing shall only be exercised after the completion of the first semester.
  - However, under special hardship circumstances freezing of the first semester can be considered by the approval of the Semester Implementation Committee (SIC).
- a) Iddat
  - b) Maternity/Delivery
  - c) Death in the immediate family
  - d) Any other subject to acceptance on the justified rationale

## **WITHDRAWAL FROM COURSE (S)**

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

## **ADDITIONAL SPECIALIZATION:**

- Additional specialization shall be based on 1 year (2 semesters).
- A student having CGPA 3.5 and above are allowed for additional specialization.
- One specialization to a student at a time is allowed under the regular program scheme.
- University shall not issue any separate degree, However, a separate transcript and certificate shall be issued

## **RE-TOTALING:**

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

- i. Where as there-checking does not mean re-assessment/re-evaluation/ re-marking of the answer book. The Controller of Examinations can arrange for re-checking of examination script on prescribed fee by any faculty member from the relevant discipline on the compliant/request of students. The Controller of Examinations or any officer appointed shall see that:
  - There is no computational mistake in the total on the title page of the answer book.
  - The total of various parts of a question has been correctly made at the end of the question.
  - All totals have been correctly brought forward on the title page of the answer book.
  - No portion of any answer has been left un-marked.
  - Total marks in the answer book tally with the marks sheet.
  - The hand-writing of the candidate tally in the questions/answerbook.
- i. The candidate or anybody on her behalf has no right to see or examine the answer books for any purpose.
- ii. The marks of a candidate could increase or decrease in light of the above. In the event of a change of marks, there cord shall be corrected accordingly and are vided transcript shall be issued.
- iii. Applications for the re-totaling of the paper must be decided before the next examination.
- iv. Prescribed fee per paper/subject alongwith the application shall be for warded from the Head of concerned Department and also Dean of concerned faculty to the office of Controller of Examinations.

## **CONDUCT OF EXAMINATIONS**

Examinations will be conducted by the department. Schedule of examination (Date Sheet) for mid-term and final-term examinations shall be notified by the concerned department at least one week before the commencement of respective examinations.

## **INSTRUCTIONS FOR STUDENT EXAMINATIONS**

- i. Students must enter the examination hall/room Classes 10 minutes before the start of the examination and get seated according to the seating plan arranged for a paper for the day.
- ii. The students shall sit in the examination hall/room according to their attendance roll.
- iii. Students shall be allowed to enter the examination room for up to 20 minutes after the start of the examination. No extra time shall be given to latecomers for any reason.
- iv. Students are allowed to leave if they finish their exams early, but not during the first and last 20 minutes of the examination.
- v. No student shall be allowed to appear in an examination without a clearance Slip (attendance, finance, and QEC) and student ID card; ID cards must be kept displayed during the examination.
- vi. Each student is required to bring their calculator (wherever allowed), ruler, pen during the examination; borrowing of these items is strictly prohibited.
- vii. All working i.e. rough work, graph-papers, and tables should be attached to the answer book.
- viii. Writing anything on the question paper, except examination details, is prohibited.
- ix. Use of digital diary, note-book computer, mobile phone or any kind of electronic device during the examination is prohibited, unless otherwise allowed by the faculty member concerned.
- x. All these devices should be switched off and kept inside the pockets or purses.
- xi. Students/candidates are not allowed to talk to each other inside the examination hall/room.
- xii. It is the responsibility of the student/candidate to check the Notice Board regularly for any Notice / Announcement regarding the examination and point out any clash in papers to the examinations in charge of the department.
- xiii. Students must read the question paper carefully and make sure to observe/ follow the instructions given therein.

- xiv. No written material in any form is allowed inside the examination hall until and unless allowed by the invigilator (in case of open book examination).
- xv. A student's misbehavior, disturbance in and outside the examination hall/room may lead to her expulsion from the hall/ room and shall be proceeded against as per the university rules.

## **DURATION OF EXAMINATIONS**

Given weightage for examinations, the duration of various exams shall be as follows:

Mid-Term Examination: At least 60 Minutes

Final-Term Examination: At least 120 Minutes

## **HOME ASSIGNMENT & TERM PAPERS**

Each course shall carry at least two home assignments or one term paper, class presentations, and quizzes.

## **EVALUATION:**

<b>Assessment</b>	<b>Percentage</b>
Mid Term	30%
Sessional	20%
Final Term	50%

- If the course code of theory and practical of a course are the same and students get "F" in either theory or practical she shall have to repeat both the theory and practical of that course.
- If the course code of theory and practical are different then she has to repeat only failed course.

## **UNFAIR MEANS (UM)**

In case a candidate, who has been allowed to an examination or is appearing or appeared in an examination, commits or attempts to commit any of the following acts:

- i. Removes a leaf from her answer book, the answer book shall be canceled.
- ii. Submits forged or fake documents in connection with the examination
- iii. Commits impersonation in the examination.
- iv. Copies from any paper book or notes.
- v. Mutilates the answer book.
- vi. Possesses any kind of material, which may be helpful to her in the examination.
- vii. Does anything that is immoral or illegal in connection with the examination and which may be helpful to her in the examination.
- viii. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- ix. Misbehaves or creates any kind of disturbances in or around the examination center.
- x. Uses abusive or obscene language on the answer script
- xi. Possesses any kind of weapon in or around the examination center.
- xii. Possesses any kind of electronic device which may be helpful in the examination.

Her case shall result in penalties keeping in view the nature and intensity of offense.

- Cancellation of paper
- Suspension from the program for one semester
- Heavy and light fine
- Expulsion forever from the university
- Any other

### **Comprehensive Examination:**

- i. Students admitted to MPhil, the course shall take a comprehensive examination after completion of 24 credit hours and a minimum of CGPA 2.50. The concerned Department/Institute/ Centre/College shall hold the said examination. The Comprehensive Examination shall be held within one month after the completion of the course work.
- i. The comprehensive examination shall cover all course work and shall consist of one composite paper (50 - 70% objective; 30 - 50% subjective).

- ii. Examiners (3-5 including Internals) for the comprehensive examination shall be appointed by the Vice Chancellor out of a panel of names recommended by the Chairperson of the concerned Department through proper channel. At least 2 examiners shall be from outside the University.
- iii. To pass the comprehensive examination, a student must secure 70% marks.
- iv. A student, who fails the comprehensive examination, shall only be given a second chance to sit in the examination. The second comprehensive examination shall be held within one month of the first examination.
- v. A student, who remains absent during the comprehensive examination, shall also be given only a second chance to sit in the examination, subject to a condition that her circumstances of not being able to attend the examination are well justified and accepted by the concerned Departmental Doctoral Program Committee (DDPC). On the recommendations of the concerned Departmental Doctoral Program Committee (DDPC) and the Dean, such a student may be allowed to reappear. The second comprehensive examination shall be held within one month of the first examination.
- vi. After the comprehensive examination, the result shall be immediately submitted to the office of Controller of Examinations.
- vii. The semester rules of The Women University Multan and University Academic Calendar shall be followed for the examinations for each course during each semester.

### **MS/MPhil Thesis Submission and Examinations**

- i. The research work shall start after the successful completion of course work.
- ii. The research work of six credit hours shall be carried out in the third and fourth semesters.
- iii. The student shall write the MS/MPhil thesis following the guidelines/instruction of the concerned supervisor and chairperson.
- iv. Research work shall be completed and the thesis is submitted by the end of the 4<sup>th</sup> semester.
- v. The candidate shall be eligible to submit her MS / MPhil thesis after completing at least 1.5 academic years from the date of admission provided that the supervisor is satisfied with the quality of research.
- vi. The candidate shall submit three copies (loose binding) in the concerned department, duly certified by the supervisor that the contents and form of the thesis are satisfactory, for evaluation of the thesis in the format approved by the university.
- vii. The candidate shall be responsible for paying all the dues as per



university rules admissible at that time.

- viii. The Vice Chancellor on the recommendations of the Doctoral Program Committee (DPC), to avoid any hardship in genuine cases, shall have the power to extend the date of submission of the thesis for six months at a time but extendable according to HEC rules. The candidate shall pay the prescribed fee for it according to the rules of The Women University Multan.
- ix. A Board of Examiners for the evaluation of the thesis shall be appointed by the Vice Chancellor out of the panel recommended by the Doctoral Program Committee (DPC).
- x. A Board of Examiner comprising the supervisor, the Chairperson/Director/Principal (Ex-Officio) of the Department/Institute/Centre/College, one external examiner of the field from within the Country, to be appointed by the Vice Chancellor on the recommendations of Doctoral Program Committee (DPC), shall evaluate the thesis and conduct an oral examination.
- xi. In case the Chairperson/ Director/Principal of the Department/Institute / Centre / College is the supervisor of the candidate then the senior-most teacher of the concerned department shall be the Ex-Officio member of the Board.
- xii. The research project/thesis shall be assessed based on the evaluation criteria.
- xiii. No degree shall be awarded unless all members of the Board of Examiners approve the thesis and the oral examination.
- xiv. If at least two members of the Board of Examiners find that the thesis is wholly inadequate. They may recommend that it be rejected without any further tests. However, the candidate may get a certificate for satisfactory completion of course work.
- xv. However, if the thesis, though inadequate, is of sufficient merit in the opinion of at least two examiners, the Board of Examiners may recommend to resubmit it in a revised form within six months.
- xvi. In case of non-approval of the oral examination by at least two members of the Board of Examiners, the candidate shall have one extra chance to pass the examination within six months from the date of declaration of the result; if she fails to satisfy the Board of Examiners even in the second chance, her case shall stand rejected.
- xvii. All the members of the Board of Examiners shall sign the thesis after the viva-voce examination and after having ensured that necessary corrections suggested/ pointed out by the Board of Examiners have been incorporated by the candidate.
- xviii. The Candidate shall submit six bound copies of the final version as approved after the viva-voce of the MS/MPhil thesis.
- xix. The chairperson/supervisor (s) shall get the thesis evaluated within six to eight weeks after the date of submission/resubmission of the thesis to

the notice of the Vice Chancellor immediately.

- xx. The Chairperson/ Teacher Incharge /Director/Principal shall forward to the Controller of Examinations the names and particulars of successful candidates for award of the Degree of MPhil.
- xxi. On receipt of the names of successful candidates from the Chairperson/ Teacher Incharge/Director/ Principal, the Controller of Examinations shall issue a result notification.

### **Plagiarism Test**

The Plagiarism Test must be conducted on the MS/MPhil's thesis before viva voce by the Quality Enhancement Cell (QEC) according to HEC rules and the concerned department shall also submit/forward the Plagiarism Report to the office of Controller of Examinations.

### **AWARD OF GOLD MEDAL /DISTINCTION CERTIFICATES**

Graduating students fulfilling the following criterion in their respective degree program shall 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 shall 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. In the disciplines where the number of students is less than 05, no position will be awarded in the 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 shall be granted to candidates who passed the examination on 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 prescribed time.
- vii. In case of the same CGPA (up to two decimal places), a joint position shall be declared.
- viii. Students appearing for improvement shall not be eligible for the award of Medal / Distinction Certificate.
- ix. A student shall not be eligible for the award of Medal/Distinction Certificate, if she has been penalized in the past for violation of the rules of the University, during her stay at the University.

## **PERMISSION OF WRITER FOR SPECIAL STUDENT**

A visually impaired student may be allowed to attempt the Mid/Final Examinations of the university on Braille/ Computer/any other means of facilitation.

- i. In case a student is physically handicapped/visually impaired, s/he may apply to the chairperson of the respective department (with a medical certificate as proof of her/his disability) for permission to engage a writer in Tests/Examinations of the university two weeks before the start of Tests/Examinations. S/he shall be allowed 45 minutes (maximum) extra time to solve the question paper.
- ii. The qualification of the person who acts as the writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 16 student, the writer should be at the most of level 5).

## **TRANSCRIPT/DEGREE**

- i. Transcript/Degree of all semester shall be issued by the office of Controller of Examinations.
- ii. The following types of transcripts shall be issued:

### **a. Semester Result Card:**

For each semester result.

### **b. Progressive Mark Sheet:**

All semesters result before the final result declaration.

### **c. Provisional Mark Sheet:**

All semesters result before the final result notification.

### **d. Full Degree/Transcript:**

On completion of degree program covering all the Semester results

### **e. Duplicate Degree/Transcript:**

In case a transcript is lost

### **f. Revised Degree/Transcript:**

If the results/credentials are revised under the rules.

# FEE STRUCTURE

## DOCUMENTS/EXAMINATION PRESCRIBED FEE

Progressive Mark Sheet	PKR 300/-
Provisional Mark Sheet	PKR 500/-
Merit Certificate/All Certificates	PKR 800/-
Provisional Merit Certificate	PKR 500/-
Transcript/Degree Verification	PKR 1500/-
Degree Fee before convocation/within one year	PKR 2000/-
Revised Transcript	PKR 2500/-
Revised Degree	PKR 3500/-
Duplicate Transcript	PKR 1500/-
Duplicate Degree	PKR 2500/-
Make up Examination per course	PKR 1500/-
Make up Examination more than 2 courses	PKR 4000/-
Semester course Repeat/Improve Fee(per subject)	PKR 5000/-
BS/MSc/MA	
Semester course Repeat/Improve Fee(per subject)	PKR 9000/-
MS/MPhil/PhD	
PhD Thesis Evaluation & Viva Voce	PKR 30000/-
MPhil(Arts/Science) Thesis Evaluation & Viva Voce	PKR 15000/-
MSc Thesis	PKR 3000/-
Rechecking Fee per course	PKR 1500/-

# PROCESSING TIME FRAME FOR APPLICATIONS

Issuance of Semester Result Card	05-07 working days after the semester result declaration
Issuance of Progressive Mark Sheet	05-07 working days of semester result declaration
Issuance of Provisional Mark Sheet	Within 07 working days of the final semester's result declaration
Issuance of Merit Certificate	Within 05 working days after the gazette notification
Issuance of Provisional Merit Certificate	Within 05 working days after the final semester's result notification
Transcript/Degree Verification	Within 08-10 working days
Final Transcript	Within 15-20 working days after the final result declaration
Issuance of Duplicate/Revised Transcript	Within 15 working days
Issuance of Duplicate/Revised Degree	Within 03-04 months
Withdrawal of course in a semester	Within 14 days after Midterm examination
Semester Freezing	Before commencement of classes of the particular semester
Makeup Examination Examination	Within one week after completion of Mid/Final term
Improvement of Grades	After completion of course work of degree program
Change of Course	within 14 days of commencement of a semester (subject to availability of the teacher)

## How to Communicate With Us???

### Email Address:

[Controller@wum.edu.pk](mailto:Controller@wum.edu.pk) [hinaali@wum.edu.pk](mailto:hinaali@wum.edu.pk)

[deputycontroller@.edu.pk](mailto:deputycontroller@.edu.pk)

[zubaria.6016@wum.edu.pk](mailto:zubaria.6016@wum.edu.pk)

[Shazia.6027@wum.edu.pk](mailto:Shazia.6027@wum.edu.pk)

[uroosa.6354@wum.edu.pk](mailto:uroosa.6354@wum.edu.pk)

[sumbal.6353@wum.edu.pk](mailto:sumbal.6353@wum.edu.pk)

[haidersafeer@wum.edu.pk](mailto:haidersafeer@wum.edu.pk)

[m.shafiq@wum.edu.pk](mailto:m.shafiq@wum.edu.pk)

[muhammadasifmis@gmail.com](mailto:muhammadasifmis@gmail.com)

**Telephone:** 061-9066222

**Ext:** (220) (202) (204) (205) (203) (208) (209)

Face-to-Face/Letter: Controller of Examinations office,  
Mattital Campus, The Women University, Multan

# STANDARD OPERATING PROCEDURE DURING COVID-19

As we all know the COVID-19 Pandemic is one of the biggest public health challenges Pakistan is facing in recent memory. During this difficult time, we are committed to providing the same quality work without any delay but we have to take some precautionary measures to avoid the transmission of COVID-19 among our staff members and our students.

Instructions for Students:

- i. Wearing face cover and gloves is compulsory for students on university premises
- ii. Every Student should sanitize her hands before entering the examination hall/classroom.
- iii. Cover your mouth and nose with your elbow (sleeve sneezing) or use a tissue when you cough or sneeze, and immediately dispose of the tissue in a covered bin.
- iv. Avoid touching your eyes, nose, or mouth with unwashed hands.
- v. Avoid shaking hands will help protect yourself and your fellows from being infected.
- vi. The student should take good care of personal cleanliness e.g taking baths and wear washed and properly ironed clothes on a daily basis
- vii. If you feel unwell, you should immediately inform university management of the necessary arrangements.
- viii. Avoid close contact with your fellow students who are unwell.



# The Women University Multan

Kutchery Campus, Opposite District Courts, LMQ Road, Multan  
Office Telephone: 061-9200199 Website: [www.wum.edu.pk](http://www.wum.edu.pk)

WUM/REG/EST-II/20-

/D (Establishment Branch-II)

Dated: /09/2020

## University Academic Calendar For Academic Year 2020-21

Particular	Fall Semester (BS 1 <sup>st</sup> , 5 <sup>th</sup> & 7 <sup>th</sup> )	Spring Semester (BS 2 <sup>nd</sup> , 6 <sup>th</sup> & 8 <sup>th</sup> )
Semester Commences	05-10-2020	08-02-2021
Last Date of Fee Submission	19-10-2020	22-02-2021
Mid Term Examination	23-11-2020 to 28-11-2020	29-03-2021 to 03-04-2021
Final Examination	25-01-2021 to 30-01-2021	31-05-2021 to 05-06-2021
Declaration of Result	04-02-2021	14-06-2021

### Schedule for Thesis/Research Project of BS

Particular	Date/Duration
Last Date for Submission	18-06-2021
Viva voce	28-06-2021 to 02-07-2021
Declaration of Result	09-07-2021

### Summer Semester

Summer Semester shall commence on 28-06-2021 and end on 30-07-2021 which shall be offered to those students who want to repeat the failed course(s) or to improve their CGPA or to take deficiency/dropped course(s) and arrangements of Summer Semester shall be subject to fulfillment of all requirements prescribed for it.

### **NOTE(S):**

- Students of BS 1<sup>st</sup> Semester shall pay the fee as per schedule mentioned in Admission Notice.
- Students in PhD 5<sup>th</sup> Semester (Fall Semester) and 6<sup>th</sup> Semester (Spring Semester) shall pay their fee as per schedule given hereinabove.
- Research scholars shall pursue their research thesis in summer vacations without any holidays.





# The Women University Multan

Kutchery Campus, Opposite District Courts, LMQ Road, Multan Office  
Telephone: 061-9200199 Website: [www.wum.edu.pk](http://www.wum.edu.pk)

WUM/REG/EST-II/20-

/D (Establishment Branch-II)

Dated: /09/2020

## University Academic Calendar For Academic Year 2020-21

Particular	Fall Semester (BS 3 <sup>rd</sup> , MA/M.Sc. 1 <sup>st</sup> & 3 <sup>rd</sup> , MS/M.Phil/Ph.D. 1 <sup>st</sup> )	Spring Semester (BS 4 <sup>th</sup> , MA/M.Sc. 2 <sup>nd</sup> & 4 <sup>th</sup> , MS/M.Phil/Ph.D. 2 <sup>nd</sup> )
Semester Commences	26-10-2020	01-03-2021
Last Date of Fee Submission	09-11-2020	15-03-2021
Mid Term Examination	14-12-2020 to 19-12-2020	19-04-2021 to 24-04-2021
Final Examination	15-02-2021 to 20-02-2021	21-06-2021 to 26-06-2021
Declaration of Result	26-02-2021	02-07-2020

### Schedule for Thesis/Research Project of MA/M.Sc/MCS/MIT

Particular	Date/Duration
Last Date for Submission	16-07-2021
Viva voce	26-07-2021 to 30-07-2021
Declaration of Result	06-08-2021

### Schedule for Thesis of MS/MPhil

Particular	Date/Duration
Last Date for Submission	04-06-2021
Viva voce	14-06-2021 to 18-06-2021
Declaration of Result	29-06-2021

### Summer Semester

Summer Semester shall commence on 12-07-2021 and end on 13-08-2021 which shall be offered to those students who want to repeat the failed course(s) or to improve their CGPA or to take deficiency/dropped course(s) and arrangements of Summer Semester shall be subject to fulfillment of all requirements prescribed for it.

### Note(s):

- Students of MA/MSc/MPhil/PhD 1<sup>st</sup> Semester shall pay the fee as per the schedule mentioned in Admission Notice.
- Students in 3<sup>rd</sup> Semester of MS/M.Phil. & Ph.D. (Fall Semester) and 4<sup>th</sup> Semester of MS/M.Phil. & Ph.D. (Spring Semester) shall pay their fee as per schedule given



**Design & Printed at:**  
University Printing Press, The Women University Multan