



Examination Regulations 2020

THE WOMEN UNIVERSITY MULTAN

Standard Operating Procedures Office of Controller of Examinations

The **office of Controller of Examinations** is an integral component of the university administration. The role of the COE department, because of its team, is not of a policeman but it is a “Security Guard” who ensures that any “Degree or transcript” which goes out of this institute is genuine and is being issued to a person who fulfills the entire legal requirement for this purpose.

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:

- To establish a strong, reliable, and credible examination/evaluation system in the institution.
- To improve the quality of examination and evaluation, and ensuring the credibility of the processes throughout the system,
- 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.
- To improve the examinations and evaluation policies of the institution to make them flexible enough to adapt to the changing environment continuously.
- To boost the examination system to the optimum level to get better, speedy, and reliable results.
- To establish a network that could guarantee constant information sharing between all the components.

Team Members

Dr. HinaAli

Designation: Controller of Examinations

Email: hinaali@wum.edu.pk

Mr.ArfanHaider

Designation: Deputy Controller of Examinations

Email: executiveofficers1@wum.edu.pk

Ms.ShaziaRiaz

Designation: Asst. Controller of Examinations

Email: shazia.6027@wum.edu.pk

Ms.ZubariaMagsi

Designation: Asst. Controller of Examinations

Email: zubaria.6016@wum.edu.pk

Mr.SafeerHaider

Designation: Asst. Controller of Examinations

Email: haidersafeer@wum.edu.pk

Mr.ShafiqueAnwer

Designation: Asst. Controller of Examinations

Email: m.shafiq@wum.edu.pk

Ms.UroosaAkhtarKhan

Designation: Asst. Controller of Examinations

Email: uroosa.6354@wum.edu.pk

Ms.SumbalHashmi

Designation: Asst. Controller of Examinations

Email: sumbal.6354@wum.edu.pk

Purpose:

The purpose of this standard operating procedure is to define the process required for the compilation of the final result and its record-keeping.

Scope:

- This record is useful for:
- Exams Section
- Account Office
- Allied Departments
- Legal correspondence
- Students

Process:

- The Exams Section collects the award lists in hard form from departments in every mid and Final Terminal Examination after duly signed by the concerned faculty member and Head of Department.
- The results are thoroughly verified from award lists, errors removed (if any), and then notified on the result declaration date.
- After notifying the result, hard copies are shared with the following departments:
 - i. Office of Vice-Chancellor
 - ii. Controller of Examinations Department
 - iii. Concerned Department
 - iv. Allied Departments
- All results are secured in the examinations section in hard bindings.

Risk	Mitigation
Misplacement of Record	Result notifications are stored in three different places i.e. Examination Department and Concerned Department, the office of Vice- Chancellor
Spoil of Record	Record binding is in proper format and stored in the storeroom.

1. SOP Review Period

The SOP would be reviewed
-need bases (As & when required)

2. Related Documents/Records:

- Award List File.
- Bind Result Notification.

Submission of Semester Result

- After seven days of conduction of examination, departments will have to submit their detailed result in online examination portal of WUM and printed hard copies of award lists to the office of Controller of Examinations
- The award lists should be duly verified by the Head of Department and teacher concerned.
- After rechecking and omitting the errors, the Controller office will send the consolidated sheets to the concerned department.
- After verification, the department will display the consolidated sheet on the notice board according to the date mentioned in the academic calendar.
- After result declaration, a student can apply for the issuance of semester result card
- The semester result card will be issued by the concerned department on the request of the student through the prescribed application form.

APPLICATION FORM FOR SEMESTER RESULT CARD

Name of student: _____ Father's Name: _____

CNIC Number of student: ___-___-___ Registration Number: _____

Program/Discipline: _____ Session: _____

Contact no. : _____ Email ID: _____

Current Semester: _____

Semester no. of required result card _____

Postal Address: _____

Signature of Student

Date: ____--____--____

Signature of Head of Department

Date: ____--____--____

FOR OFFICE USE ONLY

Diary no. _____

Receiving Date: _____

Received By: _____

Signature of dealing Clerk: _____

Date: _____

Issuance Date from Department: _____

Provisional Mark Sheet

- After the declaration of result, a student will be eligible to apply for a provisional mark sheet.
- An application form can be downloaded from the official website of the university (www.wum.edu.pk)
- Application form should be duly signed from HOD (Head of Department) accompanied by a paid bank voucher.
- Application form completed with all respects would only be accepted and the incomplete form would be rejected immediately.
- The provisional certificate will be issued in 05 working days from the COE office.

APPLICATION FORM FOR PROVISIONAL MARK SHEET

Name of student: _____ Father's Name: _____

CNIC Number of student: ____-____-____ Registration Number: _____

Program/Discipline: _____ Session: _____

Contact no. : _____ Email ID: _____

Year of Passing: _____

Postal Address: _____

Documents Required (Checklist):

Paid voucher/ Bank Draft (Rs 400/-)

Signature of Student

Signature of Head of Department

Date: ____--____--____

Date: ____--____--____

FOR EXAMINATION OFFICE USE ONLY

Diary no. _____

Receiving Date: _____

Received By: _____

Documents Attached

YES	NO
-----	----

Signature of dealing Clerk: _____

Date: _____

Signature of Asst. Controller: _____

Date: _____

Issuance Date from Examination Branch: _____

Progressive Mark Sheet

- The student who has successfully passed all the subjects of the previous semester is only eligible for submitting the request for a progressive mark sheet.
- An application would be forwarded by the student through the department with following particulars
 - I. Duly signed application form
 - II. Bank voucher
- Any incorrect information would cause the rejection of the student's request.
- The progressive mark sheet will be provided in 05 working days from the COE office.

APPLICATION FORM FOR PROGRESSIVE MARK SHEET

Name of student: _____ Father's Name: _____

CNIC Number of student: ____-____-____ Registration Number: _____

Program/Discipline: _____ Session: _____

Contact no. : _____ Email ID: _____

Current Semester: _____

Postal Address: _____

Documents Required (Checklist):

- Paid voucher/ Bank Draft (Rs 200/-)

Signature of Student

Date: __ __ __ __

Signature of Head of Department

Date: __ __ __ __

FOR EXAMINATION OFFICE USE ONLY

Diary no. _____

Receiving Date: _____

Received By: _____

Previously Issued:

YES

NO

Documents Attached

YES

NO

Signature of dealing Clerk: _____

Date: _____

Signature of Asst. Controller: _____

Date: _____

Issuance Date from Examination Branch: _____

ACADEMIC DISTINCTIONS

A graduate is awarded one of the following distinctions based on his/her academic performance.

AWARD OF GOLD MEDAL/DISTINCTION CERTIFICATE

The Gold medal/distinction certificate will be awarded to the student of the University who:

- Has secured the highest accumulated CGPA but not less than 3.50.
- The number of students should not be less than five in the first result notification.
- Only Top three position holders will be awarded merit certificate after paying prescribed
- Has neither failed nor repeated any of the courses at any stage throughout the degree program.

PASSED:

- A student will be declared passed if he/she completes all the requirements set for a degree from WUM.

APPLICATION FORM FOR MERIT CERTIFICATE

Name of student: _____ Father's Name: _____

CNIC Number of student: ____-____-____ Registration Number: _____

Program/Discipline: _____ Session: _____

Obtained CGPA: _____ -

Contact no. : _____ Email ID: _____

Postal Address: _____

Documents Required (Check list):

- Attested copy of CNIC
- Attested copy of Academic Transcript
- Paid voucher/ Bank Draft (Rs 630/-)

Signature of Student _____

Date _____

FOR EXAMINATION OFFICE USE ONLY

Diary no. _____

Receiving Date: _____

Received By: _____

Position Secured: _____

Documents Attached

YES NO

Signature of dealing Clerk: _____

Date: _____

Signature of Asst. Controller: _____

Date: _____

Forwarded to Controller of Examinations Office: _____

Date: _____

Issuance Date from Degree Cell: _____

Transcript

- After the result declaration of the final semester of a session, the dummy transcripts are sent to the concerned departments for rechecking and verifications in all respects.
- Concerned departments are supposed to verify the following particulars:
 - Student's name(correctspellings) - Father's name (correctspelling)
 - Registration number - Roll number
 - Discipline - Program
 - Session - Coursecode
 - Course Title - Course credit hour
 - Overall Percentage marks - Total credit hours
 - Grade point - GPA of each semester
 - Cumulative Grade point average - Subject Marks
 - Subject G.P - Subject Letter Grade
 - Student Picture - Total Obtained Marks
- After verification, transcripts are checked by the Controller of Examinations office.
- Transcripts printing papers are issued by the Controller of Examination for further procedure.
- After approval of the Controller of Examinations, Final printing of transcripts would be done within 20-25 working days.
- The transcripts are sent to the concerned departments for Chairperson's signature.
- In the end, the dully signed transcript would be signed by the Controller of Examinations.
- After fulfilling all requirements, transcripts would be delivered to the concerned departments.

APPLICATION FORM FOR FINAL TRANSCRIPT

Name of student: _____ Father's Name: _____

CNIC Number of student: ____-____-____ Registration Number: _____

Program/Discipline: _____ Session: _____

Contact no. : _____ Email ID: _____

CGPA Obtained: _____

Postal Address: _____

Documents Required (Check list):

- Copy of CNIC
- Original Clearance form of WUM

Signature of Student

Date: __-__-__

Signature of Head of Department

Date: __-__-__

FOR OFFICE USE ONLY

Diary no. _____

Receiving Date: _____

Received By: _____

Documents Attached

YES

NO

Signature of dealing Clerk: _____ Date: _____

Signature of Incharge Examination: _____ Date: _____

Issuance Date from Department: _____

Degree

- Printing of degree would be done in an approved format on a specific paper issued by Controller of Examinations.
- After completion of printing, it would be signed by the Controller of Examinations in 10- 15 working days.
- All degrees would be taken personally by the Degree cell to the Governor secretariat for worthy Chancellor's signatures.
- The degrees would be embossed after signatures of Worthy Chancellor.
- The degrees would be awarded to the students in convocation organized by the department of Controller of Examinations.

Degree before Convocation (within a year)

- After the result notification of a session, a student can apply for the issuance of a degree by submitting a prescribed form accompanied by a paid voucher for the prescribed fee.
- After applying, Degree can be issued to the student within 03months.

APPLICATION FORM FOR DEGREE (within a year)

Name of student: _____ Father's Name: _____

CNIC Number of student: ____-____-____ Registration Number: _____

Program/Discipline: _____ Session: _____

Contact no. : _____ Email ID: _____

CGPA Obtained: _____

Postal Address: _____

Documents Required (Check list):

- Copy of CNIC
- Paid Fee Voucher of Rs2000/-before convocation within a year
- Copy of Transcript

Signature of Student _____

Date: _____

FOR EXAMINATION OFFICE USE ONLY

Diary no. _____

Receiving Date: _____ Received By: _____

Documents Attached

YES

NO

Signature of dealing Clerk: _____ Date: _____

Signature of Assistant Controller: _____ Date: _____

Issuance Date from Degree Cell: _____

DUPLICATE/REVISED TRANSCRIPT/DEGREE

The passed out students are eligible to apply for the duplicated/revised transcript of degree in case:

- The student has lost her transcript of degree.
- The student accidentally has damaged her transcript or degree beyond recognition.
- The student has damaged the transcript or degree which is still recognizable but cannot be used as a certificate anymore.
A student can download the prescribed form from the official website of the university in Examination tab:

In case the student losses the transcript or degree she can request the duplicated document by submitting:

1. Application in the prescribed format
2. Copy of CNIC
3. A demand draft/Challan form in favor of Controller of Examination WUM
4. Copy of FIR lodged
5. Copy of advertisement given in the newspaper

In case the student accidentally damaged the transcript or degree beyond recognition she can request the duplicated document by submitting:

1. Application in the prescribed format
2. Copy of CNIC
3. A demand draft/Challan form in favor of Controller of Examination WUM

1. An affidavit of Rs 100/- stamp paper declaring that she has damaged the document beyond recognition
2. The damaged Certificate

In case the student accidentally damaged the transcript or degree which is still recognizable but cannot be used as certificate anymore she can request the duplicated document by submitting:

1. Application in the prescribed format
2. Copy of CNIC
3. A demand draft/Challan form in favor of Controller of Examination WUM
4. The damaged Certificate

APPLICATION FORM FOR DUPLICATE/REVISED TRANSCRIPT/DEGREE

Please mark your requirement:

Duplicate Transcript

Revised Transcript

Duplicate Degree

Revised Degree

Name of student: _____

Father's Name: _____

CNIC Number of student _____

Father's CNIC: _____

Date of Birth: _____

Registration Number: _____

Program/Discipline: _____

Session: _____

Contact no. : _____

Email ID: _____

Permanent Address: _____

Postal Address: _____

Documents Required (Check list):

In case of document lost

In case of accidental damage

Copy of CNIC

Copy of CNIC

A demand draft/Challan form in favor of COE WUM

A demand draft/ Challan form in favor of COE WUM

Copy of FIR lodged

An Affidavit of Rs.100/- stamp paper declaring cause of damage

Copy of advertisement given in newspaper

Damaged Certificate

Signature of Student _____

Date: ----- ____

FOR EXAMINATION OFFICE USE ONLY

Diary no. _____

Receiving Date: _____

Received By: _____

Documents Attached

YES

NO

Signature of dealing Clerk: _____

Date: _____

Signature of Asst. Controller: _____

Date: _____

Forwarded to Controller of Examinations Office: _____

Signature: _____

Issuance Date from Degree Cell: _____



Designed & Printed at:
University Printing Press, The Women University Multan