

## Contents

	<b>Page</b>
VICE CHANCELLOR'S MESSAGE -----	03
INTRODUCTION -----	04
ADMISSION RULES -----	05
RULES AND REGULATIONS -----	06
COURSES OF STUDY -----	07
FACILITIES TO STUDENTS -----	10
CODE OF CONDUCT FOR STUDENTS -----	12
UNIVERSITY UNIFORM -----	13
COCURRICULAR ACTIVITIES -----	14

## **Vice Chancellor's Message**

**Prof. Dr. ShahidaHasnain**

It gives me immense pleasure and pride in welcoming you to the Women University, Multan. I feel highly elevated to think that this University is going to be highly prestigious institute of Pakistan to empower women through knowledge and skills. Our motivated team has the ability to do the impossible with an ultimate aim to make the students a precious asset of Pakistan.

I feel pleased to assert that this institution has a long tradition of 66 years of service for sharing the excitement of learning and advancing knowledge. The Center for Intermediate Studies represents excellence in preparing students for entrance in various colleges, universities and professional institutions throughout Pakistan and all over the world.

We emphasize the development of each student to their potential in terms of intellectual, ethical, physical and social qualities. To achieve our goal of excellence, we are well equipped with laboratories and libraries. Our highly qualified staff and administration are committed to academic excellence. Students are assisted with balanced academic, co-curricular and social pursuits within a disciplined, conducive, supporting and nurturing environment. We try our best to inspire young students to build their career and character.

The University has excellent human and physical resources to meet the current challenges. The university is proud of its highly qualified and experienced faculty. The institution is best identified by its Alumni. Our Alumni are extremely well placed and not only holding key posts in various institutions in Pakistan but are serving all over the world.

I believe, we are destined to change our country's fate through education because progress of a nation lies in educational competence. I dream of a developed Pakistan with the development of women.

## INTRODUCTION

This institution was established as Govt. Degree College for Women on 1<sup>st</sup> September 1947. Since independence, it has been enjoying the unparalleled prestige of being the First Degree College for Women. Here the female students from far flung areas of Punjab quench their thirst for knowledge under the excellent guidance of highly qualified and experienced staff. Initially, only Arts subjects were taught there. The Science subjects for F.Sc and B.Sc classes were introduced in 1953 and 1962 respectively. M.A English started in 1986 and M.Sc Psychology started in 1990. M.A Urdu, M.A Education, M.A History and M.A Economics started in 2005. B.Sc four years program in 14 subjects started in 2010.

The Act of Women University was approved by the Punjab Assembly in 2010 and by the amendment, the college was merged in the Women University in 2012. Hence the previous Post Graduate College is one of the campuses of the Women University Multan.

Now the University offers F.A, F.Sc programs in the center for Intermediate studies and BS program in the following subjects:

- |  |   |
|--|---|
| i. Botany                                      | x. Microbiology & Molecular Genetics              |
| ii. Chemistry                                  | xi. Mathematics                                   |
| iii. Economics                                 | xii. Physics                                      |
| iv. Education                                  | xiii. Political Science & International Relations |
| v. English                                     | xiv. Applied Psychology                           |
| vi. History & Pakistan Studies                 | xv. Sociology                                     |
| vii. Computer Science & Information Technology | xvi. Statistics                                   |
| viii. Islamic Studies & Comparative Religion   | xvii. Zoology                                     |
| ix. Urdu                                       | xviii. Arabic                                     |

In addition to these M.A, M.Sc, M.Phil as well as Ph.D programs are being offered by the University.

## **ADMISSION RULES.**

Admission to various classes at the Center of Intermediate studies, Women University Multan, is granted on merit in accordance with the rules and policy of the Government of Punjab on the dates notified by the Multan Board. Admission notice is duly advertised in the local newspapers, with the condition that no application form will be accepted after the notified last date. Subsequent to the completion of all the necessary stages of admission, the list of successful candidates selected on merit is displayed on the university notice board. The admission of the students who fail to pay all their dues in time is cancelled.

### **Application procedure**

1. The candidates are required to fill out forms for F.A/F.Sc.
2. Every candidate is required to enclose the attested photo copies of the following documents with her form.
  - a. Detailed marks card of matriculation (Two copies).
  - b. Provisional/Character Certificate from the head of the institution last attended.
  - c. Photo copy of migration certificate and two photocopies of the certificate from the former board (this condition is for those candidates who have passed their matriculation examination from other boards).
  - d. Two photocopies of the National Identity Card of father/Guardian.
  - e. Two copies of Bay form (NADRA).
  - f. Two photographs (non-attested) size 1.5"x1.5".
3. The selected candidates are required to bring all original documents and one attested copy of Result Card, original no objection certificate (NOC, valid only for other boards), two 1.5"x1.5" size photographs at the time of depositing the college dues otherwise they will not be allowed to submit the dues.
4. The candidates must not be above 18 years of age on the last date of receipt of forms.  
Admission on general seats is granted strictly on merit.

## **RULES AND REGULATIONS**

### **University Rules:**

Students have to follow the university rules and regulations. In terms of violation of these rules any of the following detentions will be implemented:

1. Student will be fined.
2. Student will be rusticated from the college for two weeks.
3. Students can be expelled.

### **Examinations Rules:**

The board of intermediate and secondary education requires the students to appear for part I and part II examinations separately.

All the students for part I and Part II are required to appear for internal Send-up examination before the final examination otherwise their admission forms will be withheld. Monthly class tests are compulsory for all students and their marks will be included for final assessment of internal grading.

The students who remain absent in Send-up examination in any paper will be fined Rs.500 per paper and those who are absent in class test will be fined Rs.100 per subject. The Vice Chancellor is authorized to withhold the admission forms of any student whose attendance is less than 75 % or if she is found guilty of gross misconduct.

### **Library Rules:**

- 1) Library can be used by:
  - I) University Faculty
  - II) University Students
- 2) University faculty can keep the books for a month and university students can keep them for 14 days. If the students do not return the books on time, they will have to pay the fine of Rs. 50 a day.
- 3) University faculty and students have to return the books on time even if they are on leave.
- 4) Every student will be issued a library card at the time of admission.
- 5) University faculty and students have to return the book before the summer vacation.
- 6) Following books can't be issued from the library:
  - I) Reference books
  - II) Fresh magazines
  - III) Text books except the ones that are for needy students.
  - IV) Students must take care of the books and must not destroy them otherwise they will be fined.

**Leave Rules:**

- 1) Leave is granted only in case of genuine need.
- 2) Leave maximum up to 3 days can be granted in a month.
- 3) Student should apply for leave on medical ground within a week of falling ill and it must be accompanied by a medical certificate from government hospital.

- 4) The Student must write clearly here roll No., name , class, section and subjects on the leave application, get it signed by parents and submit it to the concerned teachers and office.

**Students Attendance:**

Students have to attend 75 % of the lectures for taking the board and university examination. Moreover, they have to get attested form as proof of 75% attendance in the subjects having the practical labs/exams. Students having less attendance percentage will not be allowed to sit for annual examination. In addition, students having less than 75% attendance will be rusticated from the university.

**COURSES OF STUDY**

**Educational Subject Combinations:**

- 1) Subject grouping is available for Intermediate classes. Students have to choose anyone of these groups.
- 2) Due to the large number, students are not allowed to change the subjects after getting the admission. That's why, whatever subjects are mentioned in the admission forms will be considered as the final ones.
- 3) Local migration is not allowed. Migration from other cities is allowed only on fulfillment of the following conditions:
  - a. Transfer of parents or transfer of residence of parents.
  - b. The candidate's matriculation marks should not be below the university merit.

- c. Payment of university dues per annum at the time of migration is compulsory.
- d. Student migrating from other cities are not eligible for hostel seats.

### **Compulsory Subjects for F.Sc./ F.A.**

1. English
2. Urdu
3. Islamic Studies
4. Pakistan Studies

Students have to choose one group from the following subject groups mentioned below:

### **Group Number**

### **Subjects**

### **Elective Subjects for F.Sc**

- 1). Physics, Chemistry, Biology ( Medical Group)
- 2). Physics, Chemistry, Mathematics (Non Medical Group)
- 3). Mathematics, Statistics, Economics (General Science II)
- 4). Mathematics, Economics, Computer Science (ICS Group I)
- 5). Economics, Statistics, Computer Science (ICS Group III)

### **Elective Subjects for F.A**

- 1). Economics, Psychology, Statistics
- 2). Economics, Psychology, Literature
- 3). Geography, Sociology, Literature

- 4). Physical Education, Islamic Studies, Literature
- 5). Fine Arts, Geography, Sociology
- 6). Physical Education, Geography, Islamic Studies
- 7). Physical Education, Psychology, Islamic Studies

**Important Note:**

Select any one of the Literature (English / Urdu / Punjabi /Arabic)

Minimum 20 students are required to initiate a subject group.

**Note:**

- I) For F.Sc. students must have studied science in matriculation and for opting pre-medical group student must have studied biology in matriculation.
- II) Students have to pass aptitude test to get admission in Fine Arts and English Literature.
- III) In first year, only those students can take Mathematics who had studied Mathematics in matriculation.
- IV) Foreign Students can study Pakistani culture instead of Urdu. Moreover, they can take Civics or Psychology instead of Islamic Studies.
- V) To get admission in Computer Science group (first year), students have to secure 50% marks in matriculation.
- VI) Computer science students have to stay for one hour in the computer lab for computer practical after the regular class timings.

## **FACILITIES TO STUDENTS**

### **Library:**

Library plays a major role in the academic life of a university. The fundamental role of the library is educational, it should not be operated as a mere store-house of books, but as dynamic instrument of education. The library collection supports not only every course in the curriculum, but also includes selected stock of general material of books, periodicals, newspapers etc. The administration of the library is responsible for efficient management of the library.

### **Accommodation.**

The University has a hostel, one consisting of 34 rooms. The residents are provided with all the necessary facilities. The mess is run by students. In the Girls Hostel, the students make their own mess arrangement under the supervision of the warden. The students, desirous of staying in the Hostel, are therefore, advised to submit their applications to the office of the Warden of the Hostel.

### **Medical:**

Consultation and advisory health services are available for the students. A reasonably equipped dispensary, looked after by one lady doctor and assisted by staff, exists at the University. Complicated cases are referred to the specialist in the Nishtar Hospital Multan.

**Transport:**

University has buses for travel to the city and back. The schedule is announced from time to time by the Transport Committee.

**Sports:**

The University organizes regular activities in a number of sports and games. It also arranges Inter-Collegiate matches and in Athletics, players of Hockey, Volley Ball, Badminton, Tennis, and Basket Ball also participate in Inter-University matches and in Provincial, National and International tournaments. The sports activities are looked after by the Physical education Department.

Students must take part in all sports offered by the university (Badminton, Volleyball, Table tennis, Basket ball, Hockey and lawn tennis). University teams take part in all the tournaments inside or outside Multan. Good players are appreciated.

**University Dispensary:-**

University offers the services of a lady doctor who comes twice weekly. She ensures the health conditions of the students in University and hostel.

**Book Bank:**

University has built a Book bank on its own that helps the needy students by lending them the textbooks on the yearly basis.

**Quran Education:**

Centre for Intermediate Studies offers free Quran education and to fulfill this task a learned "Qaria" is appointed to teach Quran to the students in their free time.

## **CODE OF CONDUCT FOR STUDENTS**

The students would observe the following Code of Conduct during their stay at University.

- i) Respect for order, morality, personal honor and rights of others.
- ii) Honesty and integrity in all dealings with fellow students, teachers and others, both on and off the University.
- iii) Protection of the University property and the property of fellow students.
- iv) Showing due respect to elders, teachers and outside visitors.
- v) Courteous and helpful behavior towards all those with whom they come in contact.
- vi) Pledge to work hard and complete their course of study in the specified time.

### **Discipline**

Disciplinary action taken against the students by the University Administration may take one or more of the following forms depending upon the severity of the offence:

- i) A student may be fined.
- ii) A student may be placed on probation for a fixed period. If during the period of probation, she fails to improve her conduct, she may be rusticated or expelled.
- iii) A student may be suspended from the rolls of the department / University for a period not exceeding two weeks at a time.

- iv) A student may be rusticated / expelled or asked to withdraw from the Center / university.

### **Rustication and expulsion:-**

In case of misconduct, involvement in political or immoral activities defiant and disrespectful attitude to the teachers, a student may be expelled from the University.

### **Special Warning:**

According to the instruction of the Punjab Government, Mobile phone is not allowed in the University. In case of disobedience a student will be fined Rs.1000. Moreover, mobile phone will be confiscated. The University administration anticipates co-operation from the students and parents for the better future of students. In addition, students found misusing the laptop will be fined Rs.3000.

### **UNIVERSITY UNIFORM**

1. University uniform consists of white cotton shalwar, kameez and different colored dupatta for every year. The dupatta colors are pink, and blue for first and second year respectively. Students are allowed to wear black shawls with the year color ribbon in the winters.
2. Black jersey / sweater / cardigan and joggers / flat shoes are a must during the winters.

3. Students are not allowed to wear jewelry in the University. In terms of violation, duty staff can fine the student Rs.100.

#### University ID Card:

First year students have to pay Rs.130 as ID card fee at the time of admission. They have to collect their ID cards from their Section Incharge. All the students have to display their ID cards otherwise the checking authority will fine them Rs.50.

### **UNIVERSITY ACTIVITIES**

#### **Co-Curricular Activities:**

In order to facilitate co-curricular activities and sports, there are many societies and clubs. Presidents and secretaries of these societies are nominated by the University administration. These societies organize different events in the university across the year. By participating in these activities, the students win prizes and thus strengthen the glorious tradition of the Center.