



# GOVT COLLEGE WOMEN UNIVERSITY SIALKOT

Office of the Registrar

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GCWU/SKT/SYN/21/73

Date: 13-12-2021

## NOTIFICATION

In pursuance of the decisions taken in its 14<sup>th</sup> Meeting held on 17-11-2021, vide Agenda Item 4, the Syndicate approved the revised Admission Regulations as recommended by the Academic Council in its 8<sup>th</sup> Meeting held on 14-09-2021, vide item No. 12.

  
**REGISTRAR**  
Govt College Women University Sialkot

Encl: (As Above)

### **No. and Date Even:**

Copy for information and necessary action is forwarded to:

- i. All Academic Heads, GCWUS
- ii. PA to the Vice Chancellor, GCWUS
- iii. Notification File

**Government College Women University Sialkot**  
**ADMISSION REGULATIONS**

<b>ADMISSION REGULATIONS 2021</b>	
<b>Short Title and Commencement</b>	<p>i) These regulations may be called the Government College Women University Sialkot Admission Regulations</p> <p>ii) These shall come into force at once and will be applicable to the female students admitted at the university campuses, affiliated colleges and sub campuses.</p>
<b>Definition</b>	<p>i) In these regulations "University" means the Government College Women University, Sialkot</p> <p>ii) Website means the Website of Government College Women University, Sialkot, <a href="http://www.gcwus.edu.pk">www.gcwus.edu.pk</a></p> <p>iii) "Affiliated Colleges" mean the Affiliated Colleges of Government College Women University, Sialkot.</p> <p>iv) "University Campuses" mean the Campuses of the University, main campus, imam bibi campus, or any other consequent campus.</p> <p>v) "Vice- Chancellor" means the Vice-Chancellor of Government College Women University, Sialkot.</p> <p>vi) "Registrar" means the Registrar of Government College Women University, Sialkot responsible for admission and registration.</p> <p>vii) "Principal" means the Principal of Affiliated College.</p> <p>viii) "Central Admission Committee" means Committee constituted for admission in the main campus, and in the affiliated colleges and in sub campuses.</p> <p>ix) "Student" means the student of the University campus as well of the Affiliated Colleges and Sub Campuses.</p> <p>x) "Director" means the Director of Sub Campus.</p>
<b>Academic Session</b>	The Academic Session for all degree programs of Government College Women University, Sialkot, its affiliated colleges and campuses shall start in FALL and/or SPRING of every year.
<b>Central Admission Committee</b>	There shall be a Central Admission Committee to monitor, supervise, and guide the complete admission process.
<b>Advertisement</b>	Admission calls for all programs to be advertised in print & social media and on University Website
<b>Post-Graduate Program</b>	Admission will be carried out once or twice a year. The admission will be purely on the basis of merit
<b>Eligibility Criteria for MS program (as per HEC guidelines)</b>	<p>a. Sixteen years of education in relevant field will be required for admission in MS programs.</p> <p>b. A minimum CGPA of 2.5 (out of 4 in the semester system and 2<sup>nd</sup> division in annual system in undergraduate degree is required.)</p> <p>c. A University committee consisting of at least 2 PhD members in the subject area will conduct a subject test at least at par with GRE test and qualifying score will be 60%.</p>

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<p><b>(ii) Eligibility Criteria for PhD program (as per HEC guidelines)</b></p>	<p>PhD candidate shall possess at least 18 years of education (MS/MPhil degree) or equivalent qualification from HEC recognized Institution in the relevant subject. The candidate shall have at least First Division (under Annual System) in MPhil/MS/equivalent degree or minimum CGPA 3.000 (out of 4.000 under Semester System). To secure at least 70% marks in the subject test equivalent to subject GRE conducted by the concerned department following the HEC's guidelines. Any other requirement notified by HEC or GCWUS from time to time will be incorporated and implemented.</p>
<p><b>BS Program</b></p>	<p>Government College Women University, Sialkot offers the following BS-4 Year programs according to HEC guidelines for female students:</p> <p><b>Faculty of Natural Sciences</b></p> <ol style="list-style-type: none"> <li>BS-Botany</li> <li>BS-Chemistry</li> <li>BS-Computer Science</li> <li>BS-Information Technology</li> <li>BS-Environmental Sciences</li> <li>BS-Mathematics</li> <li>BS-Physics</li> <li>BS-Statistics</li> <li>BS-Zoology</li> </ol> <p><b>Faculty of Arts and Social Sciences</b></p> <ol style="list-style-type: none"> <li>BS-English</li> <li>BS-Education</li> <li>Bachelor of Fine Arts (Painting)</li> <li>Bachelor of Fine Arts (Textile Design)</li> <li>BS-Islamic Studies</li> <li>BS-Political Science</li> <li>BS-International Relations</li> <li>BS-Psychology</li> <li>BS-Sociology</li> <li>BS-Urdu</li> </ol> <p><b>Faculty of Administrative &amp; Management Sciences</b></p> <ol style="list-style-type: none"> <li>Bachelor of Business Administration</li> <li>BS-Economics</li> <li>BS-Commerce</li> </ol>
<p><b>General Eligibility Criteria for BS program</b></p>	<ol style="list-style-type: none"> <li>The candidates holding FA/FSc or equivalent qualification with at least 2<sup>nd</sup> division.</li> <li>The candidates who have not studied Mathematics at intermediate level are not eligible to apply for BS Mathematics.</li> <li>The candidates applying for Fine Arts and Design will have to pass departmental drawing test.</li> <li>The subjects of Islamic Studies, English, Education, Urdu, Pakistan Studies, International Relations, Political Science and Sociology are open for all candidates.</li> </ol>

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	<p>5. The candidates who have passed A-level examination shall be required to submit equivalence certificate from IBCC within three months of admission otherwise their admission will be cancelled.</p> <p>6. The candidate other than BISE Gujranwala shall have to submit NOC at the time of admission</p> <p>7. The candidates are allowed to change their major subjects on merit only within seven working days after commencement of the classes subject to the availability of seat in that department and must have submitted admission form or have ticked the option in that department at time of application submission.</p> <p>8. If any seat is vacated within the seven days of the commencement of classes, the concerned department can call next candidates (three candidates against each vacant seat) on merit list and fill the vacant seats in order of merit based on physical appearance.</p>										
<b>University Admission Test for BS Program</b>	<p>The University admission test for BS program will be prepared and conducted by the University (online or Manual and on campus/online). Merit lists will be generated discipline wise, accordingly.</p> <p>The test will be of intermediate level, and will consist of four parts, i.e. English, Analytical reasoning, Mathematics and General Knowledge. The composition of test is as under:</p> <table><tr><td>English</td><td>Analytical reasoning</td><td>Mathematics</td><td>General Knowledge</td><td>Total</td></tr><tr><td>30%</td><td>30%</td><td>20%</td><td>20%</td><td>100%</td></tr></table> <p>There will be 45% qualifying/passing marks in entry test and marks obtained in entry test will be counted for calculating merit and the calculation of merit at the time of admission will be 40% for test and 60% Academic marks.</p>	English	Analytical reasoning	Mathematics	General Knowledge	Total	30%	30%	20%	20%	100%
English	Analytical reasoning	Mathematics	General Knowledge	Total							
30%	30%	20%	20%	100%							
<b>Entry Processing Form Fee</b>	<b>Test/ &amp;</b> <p>The Central Admission Committee will forward the recommendations regarding entry test, application processing and prospectus fee to Finance &amp; Planning Committee for endorsement and further approval from the Syndicate, accordingly.</p>										
<b>Age Limit</b>	<p>Any candidate who has attained the age more than twenty-four years on the last date fixed for the receipt of the applications for admission shall not be admitted to BS or equivalent classes. No age limit for disable/special candidates.(vide Notification NO. S.O (A-III) 1-83/2012 dated 7/11/2013 issued by HED)</p> <p>There is no age limit or session preference for Self-supporting/Replica, (Afternoon, Evening), MS &amp; PhD Programs.</p>										
<b>Deduction of Marks for late Years</b>	<p>In case of admission to BS or equivalent programs 2% will be deducted from over all merit for each late year to maximum of two years. The deduction of the marks for the late years is not applicable to MS and PhD Programs. More so, the immediate last two sessions will be considered for admission only.</p>										
<b>Hafiz-E-Quran</b>	<p>A candidate for BS Program, who is Hafiza-e-Quran, will be awarded 20 additional marks as per policy of the Government. The candidate should produce a certificate from a well-established institution (recognized by Wafaq-ul-Madaris) to the effect that she is Hafiza-E-Quran. Moreover, the admission committee's subcommittee shall interview the candidate</p>										



	and take test of the candidate to ensure that she had learnt the Holy Quran by heart and could recite it from whatever portion she is asked.
<b>Resolution of issue of Merit Equivalence between applicants</b>	If there is a tie between two or more candidates having equal merit in BS or equivalent program, and only one seat vacant, then their merit will be determined on the basis of the marks obtained by them in the FA/FSc or equivalent examination. In case that is also equal, then marks in Matriculation will be considered. Thereafter, if the candidates have equal merit, the candidate older in age will be given preference over the younger in age.
<b>Admission Procedure</b>	<p>i. The desirous candidates will sign up and fill the online Admission Form (Available on the University Website) till the closing date duly notified and advertised. Further guidelines and details of Prospectus will be available on the University Website <a href="http://www.gcwus.edu.pk">www.gcwus.edu.pk</a>.</p> <p>ii. Submit the personal information &amp; all Academic details, and upload the scanned Academic credentials/required documents.</p> <p>iii. The candidates applying for admission in multiple programs will indicate their option on form on the portal (by ticking programs they are interested in or by submitting a separate form if required).</p> <p>iv. Submit admission processing and University Admission Test fee through Bank account or bank draft, challan form and upload its receipt on the portal.</p> <p>v. The candidates should produce ORIGINAL bank receipt / challan form / bank draft to the treasurer office, GCWU Sialkot on demand.</p> <p>vi. The submitted application(s) shall be automatically acknowledged through receipt generated on successful completion of the form which would be printable.</p> <p>vii. If any Candidate does not get the confirmation mobile message or email, or whose receipt is not generated, she may contact ITSC, GCWUS before the date of display of merit list.</p> <p>viii. Merit list will be generated and displayed on the University website and also posted on the notice board outside the main gate of the University, according to the given schedule.</p> <p>ix. The selected candidates will pay / deposit admission fee and other dues within the notified dates, otherwise their admission will automatically stand cancelled.</p> <p>x. All selected candidates included in any merit list shall present all the credentials in original, in person for verification to the respective department. Academic record will be verified by the concerned department, whereas, the financial/fee receipt will be verified by the treasurer department.</p> <p>xi. The hard copies of the Academic credentials will be required from the enrolled students prior to the commencement of the classes.</p> <p>xii. Information given in the UNDERTAKING section of the admission form should be CAREFULLY read and understood before submission of Application Form.</p> <p>xiii. If at any stage after the admission it comes to the knowledge of the authorities that the documents presented by the applicant are fake or there is misstatement, the University reserves the right to cancel admission of the said student and/or initiate appropriate legal action. In case of any typo/clerical error the University reserves the right to correct the information.</p>

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<b>Documents Submission Procedure</b>	Hard copies of all Academic credentials and duly endorsed admission form will be required to be submitted prior to the commencement of classes.
<b>Fee Concessions</b>	<ul style="list-style-type: none"> <li>i. A total of up to 10% deserving and needy students are granted financial assistance in form of 100%, and 50% waiver in tuition fee only.</li> <li>ii. All the cases of Financial Assistance are processed through Financial Aid Committee duly notified by the University.</li> <li>iii. The concessions are granted for one semester only but may continue on the condition that the performance and the behavior of the student is satisfactory and on request of the students to the availability of funds.</li> <li>iv. Application for fee concession will be invited from departments after completion of the admission process and commencement of classes.</li> </ul>
<b>Fee refund Policy</b>	<ul style="list-style-type: none"> <li>i. The admission processing fee and test fee once deposited is non-refundable.</li> <li>ii. If University cannot start any advertised program due to any reasons then University will refund full fee.</li> </ul>
<b>Percentage (%) of the Admission Fee Timeline for Semester (Working Days Addition)</b>	<ul style="list-style-type: none"> <li>i. The fee once deposited is non-refundable except for the refundable amount of Library security. However, as per the 'National Level Fee Refund Policy of Higher Education Institutions of Pakistan' as circulated by the HEC, Islamabad vide letter No.10-1/HEC/A&amp;C/2012/94 dated September 11, 2012 is also applicable, i.e.</li> <li>ii. Full Fee Refund up to seven working days of commencement of classes</li> <li>iii. Half Fee Refund from 7th to 15th working days of commencement of classes</li> <li>iv. No Fee Refund After 15 working days of commencement of classes</li> <li>v. After 15 working days of commencement of classes if a student at any stage intends to quit her studies, she may apply for refund of Library security only.</li> </ul>
<b>Removal of Student's enrollment on basis of attendance</b>	<ul style="list-style-type: none"> <li>i. A candidate with less than 80% attendance in class lectures and lab work will not be allowed to appear in the Semester Examination in a semester. For genuine reasons the Dean of the faculty may condone 5% shortage in attendance on the recommendations of the Chairperson of the Department. In exceptional cases the Vice Chancellor may further condone 5% shortage in attendance on the recommendations of the Dean of the concerned faculty. Beyond this limit the Academic Council shall be the Competent Authority.</li> <li>ii. In case the student remains absent from the class for seven consecutive days without leave, her name shall be removed from the rolls. However, the student is eligible for re-admission subject to the approval by the Competent Authority of GCWUS, on the payment of re-admission fee in the GCWUS account.</li> </ul>

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The department wise Eligibility criteria for BS program of all departments is appended below:

### Faculty of Natural Sciences

S #	Name of Department/ Discipline	Eligibility Criteria	Elective (20 Marks)	Additional Elective (10 Marks)
1	Botany	i. FSc (Pre- medical) or equivalent qualification with at least 2 <sup>nd</sup> division	None	None
2	Chemistry	i. FSc (Pre-medical or Pre-engineering) or equivalent qualification with at least 2 <sup>nd</sup> division	None	None
3	Computer Science/ Information Technology	i. FSc or equivalent qualification with at least 50% marks ii. Applicant must have studied Mathematics (200 marks) in intermediate. iii. Pre- Medical candidates can also apply. Such candidates must pass deficiency courses of Mathematics of 6 credit hours within one year of their regular study.	None	None
4	Environmental Science	i. FSc (Pre-Engineer or Pre-Medical) or equivalent qualification with at least 2 <sup>nd</sup> division	None	None
5	Mathematics	i. FA/FSc/ICS or equivalent qualification with at least 2 <sup>nd</sup> division ii. The candidates who haven't studied Mathematics of 200 marks at intermediate level, are not eligible to apply for BS Mathematics	None	None
6	Physics	i. FSc or equivalent qualification with at least 2 <sup>nd</sup> division ii. Studied Physics of 200 marks in intermediate.	Mathematics	None
7	Statistics	i. FSc/ICS (pre Engineering) or equivalent qualification with at least 2 <sup>nd</sup> division	Mathematics/ Statistics	None
8	Zoology	i. FSc (Pre-Medical) or equivalent qualification with at least 2 <sup>nd</sup> division.	None	None

### Faculty of Arts & Social Sciences

S #	Name of Department/ Discipline	Eligibility Criteria	Elective (20 Marks)	Additional Elective (10 Marks)
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1	English	i. FA/FSc or equivalent qualification with at least 2 <sup>nd</sup> division	English Literature	None
2	Education	i. FA/FSc or equivalent qualification with at least 2 <sup>nd</sup> division	Education	Psychology
3	Fine Arts	i. FA/FSc or equivalent qualification with at least 2 <sup>nd</sup> division ii. Candidate must pass Departmental Drawing test	Fine Arts	None
4	Islamic Studies	i. FA/FSc or equivalent qualification with at least 2 <sup>nd</sup> division	Islamic Studies elective	Arabic/ Islamic History
5	Political Science	i. FA/F.Sc or equivalent qualification with at least 2 <sup>nd</sup> division	Civics	None
6	International Relations	ii. FA/F.Sc or equivalent qualification with at least 2 <sup>nd</sup> division	Civics	None
7	Psychology	i. FA/F.Sc or equivalent qualification with at least 2 <sup>nd</sup> division	Psychology,	Biology/ Statistics
8	Sociology	i. FA/F.Sc or equivalent qualification with at least 2 <sup>nd</sup> division	Sociology	Psychology/ Statistics
9	Urdu	i. FA/FSc or equivalent qualification with at least 2 <sup>nd</sup> division	Advanced Urdu	Arabic/ Persian/ Punjabi

#### Faculty of Administrative & Management Sciences

S #	Name of Department/ Discipline	Eligibility Criteria	Elective (20 Marks)	Additional Elective (10 Marks)
1	Business Administration	i. FA/FSc/ICom/ICS/D.Com or equivalent qualification with at least 2 <sup>nd</sup> division	None	None
2	Economics	i. FA/FSc or equivalent qualification with at least 2 <sup>nd</sup> division	Economics	Mathematics/ Statistics
3	Commerce	i. FA/FSc/ICom/ICS/D.Com or equivalent qualification with at least 2 <sup>nd</sup> division	I.Com	None



Merit Calculation Formula:		
Merit Formula	Calculation	<p>Merit %age (up to five decimal points for example 75.00001)=</p> $\frac{A+B+C+*D}{E+F+G} \times 100$ <p>Where</p> <p>A=1/4 Obtained marks in Matric</p> <p>B=Marks obtained in inter or equivalent</p> <p>C= Subject Marks in which candidate is seeking admission (where applicable)</p> <p>D=*Additional Marks</p> <p>E= 1/4 of total marks in Matric</p> <p>F= Total marks in inter</p> <p>G= Total marks in Subject (where applicable)</p> <p><b>Additional Marks*:</b></p> <p>Hafiz-E-Quran = 20</p> <p>Elective =20</p> <p>Additional Elective=10</p>

### RESERVED SEATS IN UNDERGRADUATE BS 4 YEARS DEGREE PROGRAM

(EXCEPTIONS/CONDITIONS ARE MENTIONED WITH EVERY CATEGORY)

Reserved Seat Category	Number of Seats and procedure
Sports Basis	<p>i. One (01) seat is reserved for BS program on sports basis in each department.</p> <p>ii. The candidates must attach their Certificates of Board, Division and District level sports competitions, and then appear for trials and interview on the dates duly notified.</p> <p>iii. The decision of the admission committee shall be final.</p>
Co-Curricular Activities	<p>i. One (01) seat is reserved for BS Program on the basis of Co-Curricular Activities, in each department.</p> <p>ii. The candidates seeking admission on the basis of co-curricular activities shall fill in the separate online application which shall not be considered on open merit if they have not filled a separate form for open merit.</p>

	<ul style="list-style-type: none"> <li>iii. These candidates must attach/upload attested copies of co-curricular certificates with their application form.</li> <li>iv. They will have to appear for the trials/interview of co-curricular activities as per schedule provided by the University along with original documents.</li> <li>v. They will be required to actively participate in sports/ co-curricular activities within and outside University locally as well as out of city.</li> <li>vi. Semester freeze shall be allowed to these students without any additional fee.</li> <li>vii. The decision of the admission committee shall be final.</li> </ul>
<b>For University Employees</b>	<p>Two (2) seats are reserved for real daughters of serving University employees on inter-se-merit, in each department</p> <ul style="list-style-type: none"> <li>i. For faculty members</li> <li>ii. Administrative/Assisting Staff</li> </ul> <ol style="list-style-type: none"> <li>1. Only for regular University employees (serving or retired but priority would be given to serving).</li> <li>2. Should be real daughter, real sister, and real niece (order of priority daughter, sister, and niece).</li> </ol>
<b>Military Personnel/ Armed forces</b>	<p>One (01) seat in each program for daughter of the Military personnel (be it serving, retired or martyred, considered on the basis of nomination/recommendations from the GHQ).</p>
<b>Seats for Daughters of Overseas Pakistanis</b>	<ul style="list-style-type: none"> <li>i. One (01) seat is reserved for BS Program for daughters of Overseas Pakistanis in each department.</li> <li>ii. The candidate must attach copy of employment certificate and passport of her father or guardian.</li> <li>iii. General conditions for admission against the seats reserved for Overseas Pakistani Children shall be the same as on Open Merit.</li> <li>iv. The parents must be Pakistanis and working/engaged in a business in a foreign country.</li> <li>v. The candidates applying on this basis shall apply for admission directly to the University along with the other candidates.</li> <li>vi. The candidate, shall have to pay Rs. 20,000/ per Semester- in addition to regular dues of the University</li> </ul>
<b>Foreign Seats</b>	<ul style="list-style-type: none"> <li>i. Ten (10) seats for foreign candidates (with foreign passport). Foreign candidates (whose names would be recommended by the Ministry of Education, Govt. of Pakistan, will be entertained according to the prescribed procedure).</li> <li>ii. Foreign students seeking admission have to apply for admission directly to the University and get the letter of confirmation of admission. The rest of the procedure is as follows: <ul style="list-style-type: none"> <li>a. The University will send a copy of the Admission Letter to the HEC.</li> <li>b. The HEC Pakistan will confirm and endorse admission after clearance from the Ministry of Interior.</li> </ul> </li> <li>iii. The student will approach the Pakistani Mission abroad for Visa and will submit the required documents.</li> </ul>



<b>Special Need / Disability based</b>	Government Policy/ Directives will be followed for these categories of quota
<b>Minority Basis</b>	Government Policy/ Directives will be followed for these categories of quota
<b>Inter province Seats</b>	<p>Total 22 seats are reserved for the candidates of other provinces for BS Program.</p> <p>Sindh, 02</p> <p>Balochistan, 04</p> <p>Khyber Pakhtoonkhwa, 04</p> <p>Gilgit Baltistan, 04</p> <p>FATA 04 (previous seats were 02, as per instructions of Government of Punjab seats has been increased)</p> <p>Azad Kashmir, 04</p> <p>As per directives of the Govt. of the Punjab, the GCWUS has granted full fee waiver including Tuition Fee, Departmental Charges, Hostel fee or any other fee to the nominated students from Balochistan Province.</p> <p>All admissions will be made through Nomination Board/Higher Education Department (HED), Govt. of Balochistan, Sindh, Khyber Pakhtoonkhwa, FATA, Gilgit Baltistan, and AJ&amp;K.</p>

Note: Quota seats are over and above merit seats in all departments except Department of Computer Science and Information Technology where in quota seats are inclusive in total merit seats.

1. A candidate can apply against both reserved and merit seat/s; however, separate application forms shall be filled or options be ticked (in case of online application).
2. Merit of applicants against a specific reserved seat in a program will be determined within the given category.
3. The applicant has to fulfill the general admission/minimum eligibility criteria to apply for a degree program.
4. In case more than required nominations (from other provinces, army personnel seat) or applications against any reserved seat in a particular degree program are received, the University shall reserve the right to prepare the merit list within the same category as per policy.
5. All admissions against inter province seats will be made through Nomination Board/Higher Education Department (HED), Govt. of Balochistan, Sindh, Khyber Pakhtoonkhwa, FATA, Gilgit Baltistan, and AJ&K and this may change as per the notification of the Government or province at the given point in time.
6. There is no reserved seat in Self-Support Degree (replica, evening) Programs.

  
**Chairperson**  
 Central Admission Committee,  
 GC Women University Sialkot