

Admission Policy/Criteria Master Programmes

1. Eligibility:

Females having domicile of Punjab are eligible for admission.

2. The candidates shall be eligible to apply for admission, who have:

a. At least 45% marks in terminal degree.

b. At least 45% marks in the major subject in which admission is being sought (where applicable) i.e. Urdu, English, Islamic Studies, MSc (Computer Science).

3. Minimum Academic Requirement:

A candidate seeking admission to the degree of M.Com/M.Sc./ MA/M.BA must have passed Bachelor's degree or equivalent examination in second division with at least 45% marks (under annual system) at least 2.0 CGPA out of 4.0 (under semester system) from any HEC recognized institution, in a field of study relating to the respective subject she desires to take admission.

4. Domicile:

The candidate should submit the domicile of Punjab. Candidate with domicile other than the Punjab has to produce a nomination letter from her respective provincial government against the reserved seats if there are any. Foreign students can also apply through relevant Federal Ministries and department(s). However, no restriction of domicile is imposed in case of evening programmes.

5. **Age Limit:** The maximum age limit is 28 years, which may be relaxed up to 4 years by the Competent Authority in exceptional cases.

No second master degree programme can be offered to an applicant, who has already completed a master degree programme in any discipline at GCWUF.

6. **No Objection Certificate:** The applicant working in government/semi government institutions seeking admission in M.A/MSc. have to take NOC from their parent department within 1 Mont from the date of admission otherwise there admission will stand canceled and there will be no liability on the part of the institution. Any concealment of the facts if found at any stage of the study will be liable to cancelation of their admission.

7. The candidates who have passed BA or equivalent examinations in 2016 and 2015 will be considered for admission in morning programmes. In case of evening programmes, the candidates of earlier sessions will be considered by deducting 10 marks for each previous year.

8. **Time of Admission:** Admission may be conducted in the fall semester only once in a calendar year. If a candidate fails to complete enrollment, her admission shall stand cancelled. However, nominees of HEC, GCWUF, foreign countries and other government organizations, may be admitted up to the end of each semester with the condition that they will have to cover up the courses by taking seminars, special problem and research project.

9. **Authority of Admission:** The admission to degree programmes shall be made by the Director Advanced Studies as under:

a. Applications will be submitted to the Director of Advanced Studies, the office of the Director of Advanced Studies will calculate the merit of eligible candidates.

b. The merit lists will be displayed by the Director of Advanced Studies and if needed subsequent lists would be displayed till the last seat is filled up. (Explanation: The last list would be displayed keeping in view that 75 percent lectures are still remaining).

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- c. Admissions will be granted strictly on merit basis and in accordance with the guidelines provided by HEC.
- d. The admission will be notified on provisional basis subject to the approval by the Board of Advanced Studies and Research. The advanced studies and Research Board may refuse admission of a candidate without assigning any reason.

10. The admission will be granted on open merit basis of following formula:

a. Total marks in BA/BSc/B.Com, in case of variation total marks will be converted out of 800 + marks obtained in major subject (where applicable). However, * Hafiz-e-Quran will be given 20 marks.

b. In professional programmes as MBA B&F (3-1/2 years), MPA (2 years) admission will be granted according to the following formula and as per HEC policy/guidelines. Total marks in BA/BSc./B.Com, or equivalent + 20 marks for Hafiz-e-Quran.

*20 marks for Hafiz-e-Quran will be granted to those candidates who will be declared eligible successful after evaluation by the requisite committee constituted for this purpose.

Hafiz-e-Quran candidate shall be evaluated by the following:

i. Ms. ShabanaFakhar

Chairperson, Department of Islamic Studies

Convener

ii. Dr. NajmaBano

Chairperson, Department of Arabic

Member

iii. Ms. NaheedKhaliq

A. For Morning Programmes:

Member

Besides the open merit the candidates may apply against the reserved seats i.e. 2% seats for sports, 3% seats for disables, 2% seats for children of University employees (1% for teaching and 1% for non-teaching), 4% seats for FATA, 2% for FANA and 1% for Balochistan, 2% seats for co-curricular activities and 5% seats for overseas Pakistanis. However, there will be no sports and co-curricular quota for, MBA,(B&F) and MPA.

B. For Evening Programmes:

Besides the open merit, the eligible candidates may apply against the reserved seats i.e 2% seats for Children of university employees (1% for teaching and 1% for non-teaching).

Note:

1. Only such candidates will be admitted on sports quota who will qualify the test/interview by the committee constituted for this purpose.
2. Admission on the reserved/quota seats will be completed by the specified committee (s) in accordance with the admission rules for reserved seats.
- e. Students who want to change the subject will be allowed if she falls under merit of that programme with the permission of competent authority.
- f. If the student got admission by any mistake (human error/computer etc.) and does not fulfill the criteria of admission mentioned in the prospectus, her admission shall stand cancelled automatically and there will be no liability on the part of institution.

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g. Each student will submit a “Declaration” on a judicial paper of Rs:-50/- at the time of enrolment in the office of Director Advanced Studies (The specimen is annexed).

h. Change of Department:

15.1 Form Transfer: After display of the merit lists subject to the availability of seats, the transfer of forms from one department to another department in the morning programme may be allowed through admission committee subject to deposit of amount as per processing fees/Prospectus fee decided, in University account as transfer fee if all eligible applicants are exhausted and the seats are vacant in the desired department.

15.2 Subject Change:

If a student even after submission of the fees in a respective department wishes to change the subject, she can apply to the Director Advanced Studies on the prescribed Subject Change Proforma after depositing the amount as per processing fees/prospectus fees decided, in the university account if the seats in the desired department are vacant.

Furthermore, if there is a difference in fees of the two subjects, the students have to pay additional fee of the changed subject if any. However, if the fee of the changed subject is less than she has already paid then there will be no refund of the fee difference.

15 Eligibility for admission to MA Urdu programmes will be granted only with anyone of these subjects (Arabic, Urdu, Persian and Punjabi) in Bachelor degree.

16 Admission to MA English programme will be granted on the basis of Aptitude Test conducted under the Directorate of Advanced Studies (50% qualifying marks) by candidates who have studied English of 200 marks.

Sr #	Department	Eligibility Criteria
1	Botany/Chemistry / ***Mathematics/ Physics/ Zoology	B.Sc (2 years) with the relevant subject with at least 45 % marks (2nd Division) * BIT (2 year), BA/B.Sc (Mathematics or Computer Science), BCS (2 years), ADP (IT/CS) ** B.Com, BA/BSc (Mathematics or Computer Science, Statistics, Economics, Physics) *** Mathematics (A&B)/ General Mathematics and Math B
2	Applied Psychology/ Arabic/ *Commerce/ Economics/ Education/ **English/ ***Islamic Studies/ MBA (2 Years), Public Administration (MPA)/ Sociology/ Urdu	B.A/B.Sc (2 years) or equivalent with the relevant subject with at least 45 % marks (2nd Division) *Candidates with only B.Com are eligible to apply **Candidates must qualify an Aptitude Test securing 50% marks ***Hafiza or Alima can obtain 5 grace marks if she had authentic certificate of Wifaq. Certificate of local madrissas will not be entertained
3	Computer Science	BIT (2 year) BA/B.Sc (Mathematics or Computer Science) BCS (2 years) ADP (IT/CS)
4	Informational Technology	B.Com BA/BSc (Mathematics or Computer Science, Statistics, Economics, Physics)

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Chart of Seats: MA/M.Sc./MBA/M.COM/MPA (2 Years) Programmes

Department	No of Seats	
	Morning	Evening
Applied psychology	60	60
Arabic	60	60
Botany	60	60
Business Administration (MBA Executive) (2 yrs)	60	60
Chemistry	60	60
Commerce	60	60
Computer Science	60	60
Economics	60	60
Education (B.ED Elementary)	60	60
English	60	60
Information Technology	60	60
Islamic Studies	60	60
Mathematics	60	60
Physics	60	60
Public Administration	60	60
Sociology	60	60
Urdu	60	50
Zoology	60	60

*The seats will be linked with the strength of the requisite faculty concerned. However on the recommendations of the admission committee the Competent Authority will decide to enhance the seats where necessary.