



# **RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI**

## **ADMISSION POLICY**

### **BS/BBA DEGREE PROGRAMS**

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### **BS/BBA LATERAL ENTRY PROGRAMS (5<sup>th</sup> Semester Induction)**

In exercise of the powers vested under section 26 of The Rawalpindi Women University, Rawalpindi Act XXIX of 2019, and in pursuance of Section 44(1c)) of the Rawalpindi Women University, Rawalpindi Act XXIX of 2019, the academic Council is pleased to regularize the admission from Fall-2019 to Fall-2022 and approve the following Admission Policy for Admissions in BS/BBA/Lateral Entry program at the Rawalpindi Women University from FALL-2023.

#### **A. GENERAL ADMISSION POLICY FOR ALL DEGREE PROGRAMS**

1. Rawalpindi Women University (RWU) Online admissions for all Undergraduate degree programs shall be processed against the advertisement in print and electronic media under **SEMESTER SYSTEM** on **OPEN MERIT, SELF- FINANCE** and **RESERVED SEATS**.
2. Only Female/ Female Transgender candidates are eligible to apply at Rawalpindi Women University, Rawalpindi.
3. The candidates who are registered under 'self-perceived identity' as female under section (2(3.1 & 3.2)) of the Transgender Persons (Protection of Rights) Act 2018 can also apply for admission in any Undergraduate degree program offered.
4. Only Online complete application(s) along with uploaded following compulsory required documents shall be processed:
  - a. Unless mentioned otherwise, Deposited Bank challan copy/Bank electronic transaction receipt.
  - b. Candidate's passport size photograph (with blue background in JPEG format).
  - c. Matric or Equivalence Certificate (JPEG format)

- d. It is compulsory for the result awaited candidates to upload their **Hope Certificate** of **FIRST YEAR** (in case of intermediate or equivalent) or **FIRST TWO YEARS** (in case of DAE).
  - e. In case of the complete results the candidate shall upload the total marks obtained and shall attach combined DMC/Transcript.
  - f. The applicant for lateral entry in 5<sup>th</sup> semester of BS/ BBA Program are required to upload their result of ADP/B.A/B.Sc. The result awaited students should upload their **Hope Certificate** of **FORTH SEMESTER** (in case of ADP or equivalent) or **SECOND YEAR** (in case of B.A/ B.Sc).
5. The applicants against any **RESERVED SEAT** shall also upload the relevant document mentioned in **Different Sections of F**, otherwise, the application shall not be processed.
  6. A candidate shall have to pay non-refundable admission processing fee of Rs.1500/- within the stipulated time.
  7. Candidates wishing to apply in both faculties i.e. “Faculty of Science” and “Faculty of Humanities and Social Science” shall have to submit separate form with separate processing fee.
  8. Considering the required eligibility, a candidate may apply for more than one degree programs within same faculty with added fee of Rs.200/-
  9. Candidates wishing to apply for open merit, self-finance and reserved seats will submit separate forms with separate fees. They will be considered for all mentioned categories. However, once admitted on the merit of self-finance category, candidates will not have the option to move into the open merit category at any stage of their academic session.
  10. Subject to the provision of seats and eligibility and with the approval of Grievance Committee, the change of subject within stipulated time shall only be allowed to the applicants who have already applied for the desired degree program(s).
  11. The Campus/ Faculty wise number of seats for each program of undergraduate degree programs are mentioned in section A(28); however, minimum 25 registered students against BS degree programs shall be required for the commencement of respective degree program.
  12. In specific circumstances, the University reserves the right to reduce or increase the number of allocated seats in any particular degree program(s) mentioned in section A(28) of this policy.

13. Considering minimum required number of students per Section and the departmental resources the University reserves the right for not offering any degree program(s) mentioned in section A(28) of this policy.
14. The deposited semester dues shall be refunded as per RWU policy/rules, if a degree program is not offered.
15. 90% seats will be offered on open merit and 10% seats will be offered on self-finance in each program.
16. Students admitted on self-finance basis shall not be eligible for any financial assistance/scholarship.
17. In case any seat in self-finance category and reserved category is not filled, the same shall be treated towards open merit category.
18. The University Hostel accommodations will be provided on merit subject to availability of seats.
19. The university will refund fee as per HEC rules and Regulations.
20. RWU online ADMISSION Link: <https://rwu.edu.pk>
21. Merit List of selected candidates shall be displayed on the RWU website (<https://rwu.edu.pk>) as per admission calendar given in G of this policy.
22. The merit list for reserved seats and self-finance programs shall be displayed with the 3rd merit list of open merit.
23. An applicant can upload the Admission grievance(s) (if any) along with all the required documents for redress within two working days after the notification / display of the merit list(s) through this email: [agc@rwu.edu.pk](mailto:agc@rwu.edu.pk)
24. All the selected candidates mentioned in any merit lists shall appear before the Admission Committee along with:
  - a. All credentials (Matric/O-Level, Intermediate/A-Level, ADP/B.A/B.Sc.(in case of BS/ BBA Lateral entry program))
  - b. CNIC
  - c. two photographs (passport size with blue background),
  - d. A Hope Certificate from previous institution. In case, the student failed to provide the same, her admission shall stand cancelled and the candidate in waiting list shall be called.
  - e. Two sets of attested copies of all credentials placed in an ordinary paper folder

within stipulated time before the notification / display of the next merit list to get bank Challan for the semester fee/dues and securing of admission.

f. Health Performa duly signed by Medical Officer and Paramedic Staff.

25. Unless mentioned otherwise, the admission dues/fee shall be deposited during the stipulated period in the designated branches of the Bank of Punjab and a copy of same shall have to be deposited to the respective Admission Committee focal person for semester registration. The referred dues/fee shall not be deposited in any other bank.

26. In case the semester fee/dues are not deposited within stipulated time, the admission shall stand cancelled.

27. The result awaited candidates on merit of RWU shall be granted provisional admission. The admission shall be confirmed after submission of final result of relevant degree/certificate or diploma. Failure in any subject, failure to achieve the required aggregate marks, or failure to submit the marks sheet within stipulated time shall lead to disqualification from the program and cancellation of admission.

28. Admission details of the Undergraduate degree programs offered within university along with allocated seats are:

<b><u>RAWALPINDI WOMEN UNIVERSITY (RWU)</u></b>						
<b>FACULTY OF SCIENCE</b>						
<b>Degree Program</b>	<b>No. of Seats</b>					<b>No. of Sections</b>
	<b>Total</b>	<b>Open merit</b>	<b>Self-Finance</b>	<b>Reserved Seats</b>		
				<b>F(a) &amp; F(h)</b>	<b>F(b) to F(g)</b>	
<b>Undergraduate BS Degree Programs (Full Time Morning)</b>						
Botany	100+7	86	10	04	7	02
Microbiology	100+7	86	10	04	7	02
Biotechnology	100+7	86	10	04	7	02
Bioinformatics	100+7	86	10	04	7	02
Chemistry	150+9	129	15	06	9	03
Computer Science	100+7	86	10	04	7	02
Information Technology	100+7	86	10	04	7	02
Software Engineering	100+7	86	10	04	7	02
Mathematics	150+9	129	15	06	9	03
Physics	100+7	86	10	04	7	02
Statistics	100+7	86	10	04	7	02
Zoology	100+7	86	10	04	7	02

<b>FACULTY OF HUMANITIES AND SOCIAL SCIENCES</b>						
<b>Degree Program</b>	<b>No. of Seats</b>					<b>No. of Sections</b>
	<b>Total</b>	<b>Open merit</b>	<b>Self-Finance</b>	<b>Reserved Seats</b>		
				<b>F(a) &amp; F(h)</b>	<b>F(b) to F(g)</b>	
<b>Undergraduate BS/ BBA Degree Programs (Full Time Morning)</b>						
BBA	100+7	86	10	04	7	02
English	100+7	86	10	04	7	02
Fine Arts(BS)	100+7	86	10	04	7	02
Mass communication	100+7	86	10	04	7	02
Political Science	100+7	86	10	04	7	02
International Relations	100+7	86	10	04	7	02
Economics	100+7	86	10	04	7	02
Psychology	150+9	129	15	06	9	03
Sociology	100+7	86	10	04	7	02

**B. BASIC CRITERIA TO APPLY FOR UNDERGRADUATE BS/ BBA DEGREE PROGRAM (AFTER 12 YEARS OF EDUCATION)**

Subject to the verification of online applications by the department concerned for relevance of subject, the provisional admission shall be awarded.

However:

1. Intermediate/ DAE OR equivalent degree shall be required to apply for all undergraduate degree programs (BS/ BBA).
2. Following criteria shall be observed for the degree programs offered:

<b>1) FACULTY OF SCIENCE</b>	
Botany	• Intermediate or equivalent level.
	• Biology as an elective subject.
Microbiology	• Intermediate or equivalent level.
	• Biology as an elective subject.
Biotechnology	• Intermediate or equivalent level.
	• Biology as an elective subject.
Bioinformatics	• Intermediate with Pre-Medical, Pre-Engineering or Equivalent.

Chemistry	• Intermediate or equivalent level.
	• Chemistry as an elective subject.
Computer Science	• Intermediate or equivalent level with Mathematics and at least 50% marks
	• Candidates with a three-year associate diploma in Electrical/Electronics/IT/Computer hardware/Telecom engineering from any institute recognized by PBTE (Punjab Board of Technical Education).
Information Technology	• Intermediate or equivalent level with and at least 50% marks
	• Candidates with a three-year associate diploma in Electrical/Electronics/IT/Computer hardware/Telecom engineering from any institute recognized by PBTE (Punjab Board of Technical Education).
Software Engineering	• Intermediate or equivalent level with at least 50% marks
	• Intermediate with Mathematics (200 Marks)/A-level with Mathematics/ three years associate diploma in Electrical/ Electronics/ IT/ Computer hardware/ Telecom engineering from any Institute recognized by PBTE (Punjab Board of Technical Education).
Mathematics	• Intermediate or equivalent level.
	• Mathematics as an elective subject.
Physics	• Intermediate or equivalent level.
	• Physics as an elective subject.
Statistics	• Intermediate or equivalent level.
Zoology	• Intermediate or equivalent level.
	• Biology as an elective subject.
<b>2) FACULTY OF HUMANITIES AND SOCIAL SCIENCES</b>	
BBA	• Intermediate or equivalent level.
English	• Intermediate or equivalent level.

Fine Arts	• Intermediate or equivalent level.
	• Qualifying interview is mandatory. Please bring your any Art work at the time of interview.
Media and Communication Studies	• Intermediate or equivalent level.
Political Science	• Intermediate or equivalent level.
International Relations	• Intermediate or equivalent level.
Economics	• Intermediate or equivalent level.
Psychology	• Intermediate or equivalent level.
Sociology	• Intermediate or equivalent level.

**C. MERIT DETERMINATION CRITERIA FOR UNDERGRADUATE BS/ BBA DEGREE PROGRAM (AFTER 12 YEARS OF EDUCATION)**

1. For all Undergraduate BS/ BBA Degree programs after 12 years of education the merit shall be determined as:

- Thirty Percent (30%) weightage of obtained marks in Matriculation or equivalent.
- Seventy Percent (70%) weightage of obtained marks in Intermediate (first year)/DAE (first two years) or equivalent.
- Qualifying Test/ interview for BS Fine Arts will be mandatory.

**D. BASIC CRITERIA TO APPLY FOR LATERAL ENTRY IN 5<sup>th</sup> SEMESTER OF BS/BBA PROGRAM (AFTER 14 YEARS OF EDUCATION)**

Subject to the verification by the Department concerned for relevance of the subjects in the terminal degree, the admission shall be awarded on the basis of ADP/BA/BSc or equivalent are required to apply for admission to lateral entry in 5<sup>th</sup> semester of BS/BBA program.

Following criteria shall be observed for the programs offered:

<b>1) FACULTY OF SCIENCE</b>	
Botany	• ADP/BSc (Botany) or any other subject of Biological Sciences.
	• Botany as an elective subject.
Chemistry	• ADP/BSc (Chemistry).

	<ul style="list-style-type: none"> <li>• Chemistry as an elective subject.</li> </ul>
Computer Science	<ul style="list-style-type: none"> <li>• ADP/BSc (Computer Science &amp; Mathematics).</li> </ul>
	<ul style="list-style-type: none"> <li>• Computer Science as an elective subject.</li> </ul>
Mathematics	<ul style="list-style-type: none"> <li>• ADP/BA/BSc (Math-A &amp; Math-B Course) or (Math General with Physics).or Math General</li> </ul>
	<ul style="list-style-type: none"> <li>• Mathematics as an elective subject.</li> </ul>
Physics	<ul style="list-style-type: none"> <li>• ADP/BSc (Physics &amp; Mathematics).</li> </ul>
	<ul style="list-style-type: none"> <li>• Physics as an elective subject.</li> </ul>
Statistics	<ul style="list-style-type: none"> <li>• ADP/BSc (Statistics or Mathematics)</li> </ul>
	<ul style="list-style-type: none"> <li>• Statistics or Mathematics as an elective subject.</li> </ul>
Zoology	<ul style="list-style-type: none"> <li>• ADP/BSc (Zoology and any other subject of Biological Sciences including Chemistry, Geography and Psychology).</li> </ul>
	<ul style="list-style-type: none"> <li>• Zoology as an elective subject.</li> </ul>
<b>2) FACULTY OF HUMANITIES AND SOCIAL SCIENCES</b>	
BBA	<ul style="list-style-type: none"> <li>• ADP/BA/BSc/B.Com or its equivalent degree.</li> </ul>
English	<ul style="list-style-type: none"> <li>• ADP/BA/BSc or its equivalent degree.</li> </ul>
Fine Arts	<ul style="list-style-type: none"> <li>• ADP/B.A (Fine Arts) or its equivalent degree.</li> </ul>
	<ul style="list-style-type: none"> <li>• Fine Arts as an elective subject.</li> </ul>
Media and Communication Studies	<ul style="list-style-type: none"> <li>• ADP/BA/BSc or its equivalent degree.</li> </ul>
Political Science	<ul style="list-style-type: none"> <li>• ADP/BA/BSc or its equivalent degree.</li> </ul>
Psychology	<ul style="list-style-type: none"> <li>• ADP/BA/BSc or its equivalent degree.</li> </ul>
	<ul style="list-style-type: none"> <li>• Psychology as an elective subject.</li> </ul>

**E. MERIT DETERMINATION CRITERIA FOR LATERAL ENTRY IN 5<sup>th</sup> SEMESTER OF BS/BBA PROGRAM (AFTER 14 YEARS OF EDUCATION)**

- For all lateral entry in 5<sup>th</sup> semester of BS/BBA program (after 14 years of Education) the merit shall be determined as:
  - Twenty percent (20%) weightage of obtained marks in Matriculation or equivalent.
  - Twenty percent (20%) weightage of obtained marks in Intermediate or equivalent.
  - Sixty percent (60%) weightage of obtained marks in ADP/B.A/B.Sc or equivalent.



**F. ADMISSION CRITERIA FOR RESERVED SEATS CATEGORY IN UNDERGRADUATE DEGREE PROGRAMS (EXCEPTIONS / CONDITIONS ARE MENTIONED WITH EVERY CATEGORY)**

1. In addition to the above mentioned general admission criteria the following criteria shall also be applicable upon all reserved seats category applicants.
2. The merit of the offered reserved seats category given below shall be determined within the category. However, the applicant has to fulfill the general minimum admission eligibility criteria to apply for as mentioned in section B.
3. In case any seat is not filled in reserved category, the same shall be treated towards open merit category.
4. In case if more than required nominations are received for a particular degree program, RWU shall reserve the rights to prepare the merit list as per RWU policy.
5. Considering the required eligibility, a candidate may apply for more than one reserved seat, open merit category or self-finance category on separate admission forms.
6. Details of Reserved Seats offered at Rawalpindi Women University is given below:

**a) Special Persons:**

- i. Two percent (2%) seats or at least one seat is reserved for special persons in all Undergraduate degree program.
- ii. The applicant shall have to produce a certificate, duly issued by the District Disable Assessment Committee, Government of Punjab.
- iii. Hard of Hearing shall not be considered as a disability.

**b) Sports:**

- i. Two percent (2%) seats or at least one seat is reserved for sports persons in all Undergraduate degree programs.
- ii. The applicant shall provide a registration certificate from Provincial/District Sports Board along with certificate(s) of participation at inter college/board level issued by the Education Department/concerned Board.
- iii. The University reserves the right to specify the category/event/ kind of sports as per its policy.

**c) Co-Curricular Activities**

- i. One percent (1%) seats or at least one seat is reserved for co-curricular activities in all Undergraduate degree programs.
- ii. The applicant shall have to provide a certificate in the co-curricular activities at inter college / board level issued by the Education Department/concerned Board.
- iii. The University reserves the right to specify the category/events/ kind of Co-curricular activity as per its policy.

**d) KP:**

- i. One (1%) seat or at least one seat is reserved for the applicants of KP in all Undergraduate degree programs.
- ii. Considering KP Govt. notification received dated March 10, 2020. The nomination letter is not required from the applicant however; domicile/CNIC of KP shall be required.

**e) Baluchistan:**

- i. One (1%) seat or at least one seat is reserved for the applicants of Baluchistan in all Undergraduate degree programs.
- ii. The applicant shall produce Nomination letter from the respective government.

**f) Gilgit-Baltistan:**

- i. One (1%) seat or at least one seat is reserved for the nominees of Gilgit-Baltistan region in all Undergraduate degree programs.
- ii. The applicant shall produce Nomination letter from the respective government.

**g) Azad Jammu and Kashmir (AJK):**

- i. One (1%) seat or at least one seat for the nominees of Azad Jammu and Kashmir (AJK) region in all Undergraduate degree programs.
- ii. The applicant shall produce Nomination letter from the respective government.

**h) Minorities:**

- i. Two percent (2%) seats or at least one seat is reserved for Minorities (Non-Muslim) in all Undergraduate degree programs.

**G. GENERAL ADMISSION CALENDAR FOR ALL DEGREE PROGRAMS**

<b>Sr#</b>	<b>Activity</b>	<b>Dates</b>
1.	Online Admission Open	
2.	Deadline for the Submission of Online Application Forms	
3.	Department wise Form Verification and solution of queries (if any) on daily bases	
4.	RWU Qualifying Interview and students should bring their any Artwork (for BS Fine Arts students only)	
5.	First Merit List for All Programs (Uploaded on RWU Website)	
6.	Deadline for Fee Submission of First Merit List	
7.	Second Merit list for All Degree Programs (If required Uploaded on RWU Website)	
8.	Deadline for Fee Submission of Second Merit List	
9.	Third Merit List for All Degree Programs (If required Uploaded on RWU Website)	
10.	Merit list of reserved seats Uploaded on RWU Website	
11.	Merit List Self Finance seats	
12.	Deadline for Fee Submission of Third Merit List/ Reserved seats/ Self Finance	
13.	Change of subject (as per RWU admission policy)	
14.	Departmental Orientation and Commencement of Classes for all Degree Programs	

*Note: The approved RWU “**Admission Policy**” may be updated time to time.*