



# GOVERNMENT COLLEGE WOMEN UNIVERSITY FAISALABAD

Registrar Secretariat (Academic Branch)

Ref: No. GCWUF/Reg./Acad./ 22 / 702

Date: 16 / 12 / 2022

## NOTIFICATION

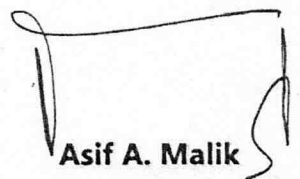
The Competent Authority has been pleased to approve the following SOPs / Academic Guidelines for Board of Studies (BOS) and Board of Faculties (BOF) in Government College Women University Faisalabad (GCWUF) with immediate effect:

- i. The Registrar office is in receipt of minutes of Board of Faculties (BOF) for approval from Syndicate via respective bodies of GCWUF.
- ii. The Secretaries of Board of Studies (BOS) and Board of Faculties (BOF) have not been mentioned in the GCWUF Act 2012. However, on the recommendation of Academic Council in its 8<sup>th</sup> meeting held on 19-08-2022, the Syndicate in its 17<sup>th</sup> meeting held on 25-10-2022 approved that secretaries of respective BOS & BOF shall be nominated by concerned Chairperson and Dean / Coordinator (where Chairperson not available). Further, Registrar office will be notified after the approval of the Vice Chancellor.
- iii. It has been observed that the agenda regarding scheme of studies of BS / MS / M. Phil, and PhD programmes is presented together in the minutes of the BOS & BOF meeting. The Agenda of BS / MS / M. Phil and PhD shall be presented separately and minutes may be recorded accordingly.
- iv. Minutes must be precise, concrete, and free from mistakes of spelling, punctuation and grammar.
- v. The decision of governing bodies must be recorded / reflected clearly.
- vi. In case, revision of Scheme of Studies (SOS), the concerned Department shall prepare agenda in a manner to show existing scheme of studies, proposed changes in scheme of studies and final version of scheme of studies in tabular form along with date of effect of scheme of studies:

| Sr. No. | Existing Scheme of Studies (SOS) | Proposed changes in Scheme of Studies (SOS) | Final version of Scheme of Studies (SOS) |
|---------|----------------------------------|---------------------------------------------|------------------------------------------|
| 1.      |                                  |                                             |                                          |

- vii. All pages of minutes of BOS / BOF should be signed by chairperson of respective Academic / Statutory Body.
- viii. Course codes should be in line with international standards and as per HEC criteria.
- ix. Name of external examiners (Local & Foreigner) for PhD thesis & Viva Voce shall be proposed by the respective Chairperson / Incharge and approved by Syndicate via respective Board of Studies (BOS), Board of faculty (BOF) & Board of Advanced Studies & Research (BASR).
  - a. The list of foreign PhD thesis examiners shall be proposed from the Universities of Technological Advanced Countries, as per HEC guidelines. However, for MS, only Local examiner shall be proposed.

- b. Nominations for MS / PhD examiners should be presented in BOS as per attached External local / foreign examiners duly filled by the HOD of the concerned Department (**Flag-A**).
- x. All Chairpersons / Incharges shall conduct meetings of Academic Statutory Bodies according to "Annual Meeting Calendar", GCWUF, duly notified by Registrar Office.
- xi. The eligibility criteria of all programs i.e. ADP/BS/MA/MS/M.Phil./PhD shall also be approved along with scheme of studies (SOS) from respective BOS / BOF/ Academic Council / Syndicate and notified by Registrar Office for implementation (*only notified SOSs shall be used and referred in official communication*).
- xii. It is worth mentioning that all information related to programs, scheme of studies (SOS), eligibility criteria and maximum & minimum credit hours status etc. shall be uploaded on official website, GCWUF be part of prospectus every year and after approval by statutory bodies and duly notified by Registrar office.
- xiii. Procedure of re-constitution of BOS and BOF already notified vide notification no. GCWUF/REG/Acad./21/355 dated 25-11-2021 (**Flag-B**)
- xiv. The proformas / format for:
- Preparing the scheme of studies of each program is attached at **Flag-C**.
  - Preparing the course contents of each program is attached at **Flag-D**.
2. All Coordinators & Chairpersons / Incharges of teaching departments are requested kindly observe above mentioned SOPs / attached proformas with true letter & spirit for smooth functioning of academic activities / programs in Government College Women University Faisalabad.

  
**Asif A. Malik**  
Registrar

16/xii/22

**Copy for information & necessary action to:**

1. All Coordinators of the faculties, GCWUF
2. All Chairpersons / Incharges of teaching & non-teaching departments, GCWUF
3. The Controller of Examinations, GCWUF
4. Treasurer, GCWUF
5. Resident Auditor, GCWUF
6. PS to Vice Chancellor, GCWUF
7. PA to Registrar, GCWUF
8. Record File.



# GOVERNMENT COLLEGE WOMEN UNIVERSITY FAISALABAD

Registrar Secretariat (Academic Branch)

Ref: No. GCWUF/Reg./Acad./\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PROFORMA FOR NOMINATIONS FOR MS / PHD EXAMINERS (EXTERNAL LOCAL / FOREIGN EXAMINERS) DULY FILLED BY THE HOD OF THE CONCERNED DEPARTMENT**

| Name & Designation               | Name of Institution/Address                                                                                                                                                                                                                                                                                         | Country     | Area for Evaluation of Thesis                                                                                                                                                                                                  |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dr. Elsner,<br>Martin Peter      | Max Planck Institute for Dynamics of<br>Complex Technical Systems Physical<br>and Chemical Foundations of Process<br>Engineering, Sandtorstrabe 1, D-39106,<br>Magdeburg, Germany.<br><br>E-mail: <a href="mailto:mpelsner@mpi-magdeburg.mpg.de">mpelsner@mpi-magdeburg.mpg.de</a><br><br>Phone: +94(0) 3916110-438 | Germany     | "Physical Chemistry,<br>Numerical<br>Methods/Techniques/Analyses"<br><br>Crystallisation, Separation of<br>Enantiomers, Modelling,<br>Process Design &<br>Multifunctional Reactors,<br>Adsorption & Heterogeneous<br>Catalysis |
| Prof.Dr.<br>Enkelejd<br>Hashorva | University of Lausanne, Extranef, UNIL-<br>Dorigny, 1015 Lausanne.<br><a href="http://www.hec.unil.ch/people/ehashorva">http://www.hec.unil.ch/people/ehashorva</a>                                                                                                                                                 | Switzerland | "Statistics"<br><br>Applied probability,<br>stochastic processes, applied<br>statistics, insurance<br>mathematics, stochastic<br>geometry.                                                                                     |



All Coordinators,  
All Chairpersons / Incharges of Teaching Departments,  
Government College Women University Faisalabad.

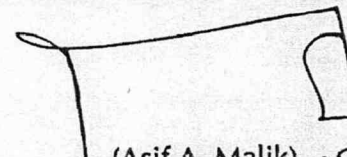
Subject: RE-CONSTITUTION OF BOS & BOF OF GCWUF

It has been observed that some departments forwarding cases of re-constitution of Board of Studies & Board of Faculties directly to Worthy Vice Chancellor for approval.

2. As per directions of the Competent Authority, it is inform to all the Coordinators / Chairperson/ Incharges / Faculties that all cases of Board of Studies & Board of Faculty will be routed through Registrar Office for onward submission regarding the constitution and conduct of meeting.

Furthermore, following SOPs must be observed:-

- i. The concern Chairperson / incharge will be forward the minimum five (05) nominations & their updated CVs through Dean / Coordinator for appointment of two external members (Two experts to be appointed by the Vice Chancellor) as per Section 4(2) (iii) of Board in the office of the Registrar before 30 days of expiry of members.
  - ii. The Concern chairperson / Incharges will be forward the request regarding the conduct of meeting of BOS & BOF in the office of Registrar before 10 days of meeting alongwith working papers duly annexed, as per rules.
  - iii. Now to onward all the formation of Board of Studies & Board of Faculties will be proceed & recorded by Registrar Office on the request of concern Coordinator / Chairperson / Incharge as per GCWUF Act 2012 (Act VI of 2013).
  - iv. Compositions of Board of studies approved in 1<sup>st</sup> meeting of Academic Council & notified vide notification No. GCWUF/REG/15/872 dated 11-08-2015 (Copy enclosed.) and Board of Faculty available in Section 23 of GCWUF Act 2012 (Act VI of 2013).
3. Therefore, you are requested to kindly be observe above mentioned SOPs in true letter & Spirit for smooth functioning of official work.

  
(Asif A. Malik) 25/11/21  
Registrar  


Copy for Information & Necessary action to:-

- i. PS to Vice Chancellor,
- ii. Director Information Technology for uploading in university whatsapp group,
- iii. Record File.



**REGISTRAR OFFICE,  
GOVERNMENT COLLEGE WOMEN UNIVERSITY  
FAISALABAD**



PHONE: +92-41-9220065

REF. No. GCWUF/REG/15/ 872

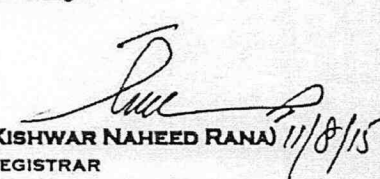
DATED: 11/8/2015

**NOTIFICATION**

**Item.5**

The Syndicate in its 4<sup>th</sup> Meeting held on 20-06-2015 approved the anticipatory action taken by the Vice Chancellor regarding adoption of composition and functions of Board of Studies of Government College University, Faisalabad Act 2002 on the recommendation of Academic Council in its meeting held on April 27, 2015 with the following amendments in GCWUF Act 2012 (Act VI of 2013):-

- i. In Section 4 clause (1) there shall be a separate Board of Studies for each Subject/ Department.
- ii. In Section 4 clause (2) (iv) one external member instead of three teachers, other than University teachers be appointed by the Syndicate from Colleges.

  
(KISHWAR NAHEED RANA)  
REGISTRAR

**Copy for Information:-**

1. PS to Vice Chancellor,
2. All Coordinator / Chairperson / Incharges of Teaching & Non-teaching departments
3. PA to Registrar / Secretary Syndicate,
4. Academic Council File (4<sup>th</sup> Meeting)

amongst the three senior most Professors of the Department/Institute for a period of three years and shall be eligible for re-appointment:

Provided that in a Department/Institute where there are less than three Professors, the appointment shall be made from amongst the three senior most Professors and Associate Professors of the Department/Institute:

Provided further that in a Department/Institute in which there is no Professor or Associate Professor, no such appointment shall be made and the Department/Institute shall be looked after by the Dean of the Faculty with the assistance of the senior most teacher of the Department/Institute.

(3) The Chairperson of the Department/Director of the Institute shall plan, organize and supervise the work of the Department/Institute and shall be responsible to the Dean for the work of his Department/Institute.

4. **Board of Studies.**— (1) There shall be a separate Board of Studies for each subject or group of subjects, as may be prescribed by Regulations.

(2) Each Board of Studies shall consist of—

- (i) the Director of the Institute/Chairperson of the University Institute/Teaching Department;
- (ii) all Professors and Associate Professors in the Institute/University Teaching Departments;
- (iii) two experts to be appointed by the Vice-Chancellor;
- (iv) three teachers, other than University teachers, to be appointed by the Syndicate from Colleges; and
- (v) one Assistant Professor and one Lecturer to be appointed by rotation in order of seniority from the Department concerned;

Provided that in the case of professional subjects which are taught in the affiliated institutes/colleges only and not in the University, such as Medicine, Dentistry, Home Economics and Education, etc. the Board of Studies shall consist of—

- (i) the Principals of the Colleges, Directors of the Institutes, Heads of the Institutes concerned;
- (ii) five teachers of the Colleges, to be appointed by the Syndicate; and
- (iii) two experts to be appointed by the Vice-Chancellor;

Provided further that in the case of such subjects of Humanities and Sciences as are taught in the affiliated colleges only and not in the University, the Board of Studies shall consist of

- (i) three teachers from the Colleges, doing teaching work in the subject, to be appointed by the Academic Council; and
- (ii) two experts to be appointed by the Vice-Chancellor.

(3) The term of office of members of the Board of Studies, other than ex-officio members, shall be three years.

(4) The quorum for meetings of the Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

(5) The Chairperson of the University Teaching Department/Institute concerned shall be the Chairperson and Convener of the Board of Studies. Where, in respect of a subject, there is no University Teaching Department, the Chairperson shall be appointed by the Syndicate.

(6) The functions of the Board of Studies shall be to —

- (i) advise the Authorities on all academic matters connected with instruction, publication, research and examination in the subjects concerned;
- (ii) propose curricula and syllabi for all degree, diploma and certificate courses in the subjects concerned;
- (ii) suggest a panel of names of paper setters and examiners in the subjects concerned; and

- (iii) perform such other functions as may be prescribed by Regulations.

**5. Advanced Studies and Research Board.-** (1) The Advanced Studies and Research Board shall consist of -

- (i) the Vice-Chancellor (Chairperson);
- (ii) the Deans;
- (iv) three University Professors other than Deans to be appointed by the Syndicate;
- (iv) three University teachers, having research qualifications and experience, to be appointed by the Academic Council; and
- (v) three teachers from affiliated colleges, having research qualifications, to be appointed by the Academic Council.

(2) The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.

(3) The quorum for a meeting of the Advanced Studies and Research Board shall be one-half of the total number of members, a fraction being counted as one.

(4) The functions of the Advanced Studies and Research Board shall be to-

- (i) advise the Authorities on all matters connected with the promotion of advanced studies and research in the University;
- (ii) consider and report to the Authorities on the institution of research degrees in the University;
- (ii) propose Regulations regarding the award of research degrees;
- (iv) appoint supervisors for research studies and to determine the subjects of their thesis;
- (v) recommend panels of names of paper setters and examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
- (vi) perform such other functions as may be prescribed by Statutes.

**6. Selection Board.-** (1) The Selection Board shall consist of -

- (i) the Vice-Chancellor (Chairperson);
- (ii) one Vice-Chancellor of a general University to be appointed by the Chancellor;
- (iii) the Chairman or a member of the Punjab Public Service Commission to be nominated by the Chairman;
- (iv) the Dean of the Faculty concerned;
- (iv) the Chairperson of the Teaching Department/Director of the Institute and Principal of the University college, concerned; and
- (vi) one member of the Syndicate and two other members to be appointed by the Syndicate; provided that none of them is an employee of the University.

(2) The members other than ex-officio members shall hold office for three years.

(3) The quorum of the Selection Board in case of selection of a Professor/Associate Professor and other teachers shall be four and three respectively. In case of selection of officers, other than teachers, the Selection Board shall consist only of members mentioned at (i), (ii), (iii) and (vi) of sub-paragraph (1) and the quorum shall be three.

(4) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.

(5) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned and in selecting candidates for other teaching posts, two experts in the



# GOVERNMENT COLLEGE WOMEN UNIVERSITY FAISALABAD

Registrar Secretariat (Academic Branch)

Ref. No. GCWUF/Reg./Acad./ /

Date: / /

## TO BE SUBSTITUTED WITH SAME DATE AND NUMBER

SPECIMEN PROFORMA / FORMAT FOR PREPARING THE SCHEME OF STUDIES OF ALL ACADEMIC PROGRAMS OF THE GOVERNMENT COLLEGE WOMEN UNIVERSITY FAISALABAD (GCWUF)

### SEMESTER - I

| No. | Course Code | Course Title                            | Credit Hours |
|-----|-------------|-----------------------------------------|--------------|
| 1.  | CMS-101     | Introduction to Mass Communication      | 3(3-0)       |
| 2.  | HUM-104     | Functional English                      | 3(3-0)       |
| 3.  | HUM-110     | Islamic Studies                         | 2(2-0)       |
| 4.  | CMS-104     | Computers Skills for Mass Communication | 3(3-0)       |
| 5.  | PSY-220     | Introduction to Psychology              | 3(3-0)       |
| 6.  | HUM-221     | Introduction to International Relations | 3(3-0)       |

### SEMESTER - II

| No. | Course Code | Course Title                                     | Credit Hours |
|-----|-------------|--------------------------------------------------|--------------|
| 1.  | CMS-408     | Introduction to Advertising and Public Relations | 3(3-0)       |
| 2.  | HUM-105     | Writing and Presentation Skills                  | 3(3-0)       |
| 3.  | HUM-111     | Pakistan Studies                                 | 2(2-0)       |
| 4.  | HUM-114     | Functional Urdu                                  | 3(3-0)       |
| 5.  | HUM-320     | Introduction to Sociology                        | 3(3-0)       |
| 6.  | HUM-223     | Introduction to Philosophy                       | 3(3-0)       |

### SEMESTER - III

| No. | Course Code | Course Title                                  | Credit Hours |
|-----|-------------|-----------------------------------------------|--------------|
| 1.  | CMS-306     | Fundamentals of Broadcast Media               | 3(3-0)       |
| 2.  | CMS-406     | Introduction to Social Media                  | 3(3-0)       |
| 3.  | CMS-309     | Fundamentals of News Reporting (English/Urdu) | 3(3-0)       |
| 4.  | HUM-103     | Communication Skills                          | 3(3-0)       |
| 5.  | CMS-464     | Community Journalism                          | 3(3-0)       |
| 6.  | DEV-101     | Introduction to Developmental Studies         | 3(3-0)       |

### SEMESTER - IV

| No. | Course Code | Course Title                                         | Credit Hours |
|-----|-------------|------------------------------------------------------|--------------|
| 1.  | CMS-423     | Communication Theories I                             | 3(3-0)       |
| 2.  | CMS-461     | Sub-Editing and Page Designing (Theory and Practice) | 3(3-0)       |
| 3.  | MTH-001     | Mathematics (Calculus)                               | 3(3-0)       |
| 4.  | HUM-115     | Functional Urdu                                      | 3(3-0)       |
| 5.  | POL-201     | Political Science                                    | 3(3-0)       |
| 6.  | HUM-202     | Creative thinking and Decision Making                | 3(3-0)       |

### SEMESTER - V

| No. | Course Code | Course Title                        | Credit Hours |
|-----|-------------|-------------------------------------|--------------|
| 1.  | CMS-483     | Online Journalism                   | 3(3-0)       |
| 2.  | CMS-418     | Reporting and Editing Workshop      | 3(3-0)       |
| 3.  | CMS-396     | Feature, Column & Editorial Writing | 3(3-0)       |
| 4.  | CMS-403     | Development Support Communication   | 3(3-0)       |
| 5.  | CMS-307     | Current Affairs                     | 3(3-0)       |
| 6.  | CMS-413     | Media Ethics and Law                | 3(3-0)       |



**SEMESTER-VI**

| No. | Course Code | Course Title                | Credit Hours |
|-----|-------------|-----------------------------|--------------|
| 1.  | CMS-201     | Mass Media in Pakistan      | 3(3-0)       |
| 2.  | CMS-433     | Media seminar               | 3(3-0)       |
| 3.  | CMS-439     | International Communication | 3(3-0)       |
| 4.  | CMS-442     | Research Methods I          | 3(3-0)       |
| 5.  | MTH-161     | Introduction to Statistics  | 3(3-0)       |
| 6.  | ECO-400     | Business Economics          | 3(3-0)       |

**SEMESTER-VII**

| No. | Course Code | Course Title              | Credit Hours |
|-----|-------------|---------------------------|--------------|
| 1.  | CMS-456     | Communication Theories II | 3(3-0)       |
| 2.  | CMS-462     | Research Methods II       | 3(3-0)       |
| 3.  | CMS-474     | Internship                | 3(3-0)       |
| 4.  |             | Specialized Subject I     | 3(3-0)       |
| 5.  |             | Specialized Subject II    | 3(3-0)       |

**SEMESTER-VIII**

| No. | Course Code | Course Title                  | Credit Hours |
|-----|-------------|-------------------------------|--------------|
| 1.  | CMS-488     | Media Entrepreneurship        | 3(3-0)       |
| 2.  | CMS-499     | Final project/Research Report | 6(6-0)       |
| 3.  |             | Specialized Subject III       | 3(3-0)       |
| 4.  |             | Specialized Subject IV        | 3(3-0)       |



# GOVERNMENT COLLEGE WOMEN UNIVERSITY FAISALABAD

Registrar Secretariat (Academic Branch)

Ref. No. GCWUF/Reg./Acad./\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## TO BE SUBSTITUTED WITH SAME DATE AND NUMBER

### STANDARD FORMAT FOR PREPARING THE COURSE CONTENTS / DESCRIPTION OF THE SCHEME OF STUDIES OF ALL ACADEMIC PROGRAMS OF THE GOVERNMENT COLLEGE WOMEN UNIVERSITY FAISALABAD (GCWUF)

| Heading           | Description                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------|
| Font Style        | Times New Roman 'OR' Arial                                                                   |
| Font Size         | 11                                                                                           |
| Course Code       | Alpha Numeric i.e; MGT-602                                                                   |
| Course Title      | Capitalize each word except connecting words                                                 |
| Credit hours      | Format i.e; 3(3-0); 4(3-1)                                                                   |
| Course Objective  | Precise by highlighting the significance of course                                           |
| Course Contents   | In sequential order by focusing on advance trends of the course as per scope of the program. |
| Recommended Books | Title, authors, publisher and year of publishing.                                            |