



## UNIVERSITY OF THE PUNJAB, LAHORE

Quaid-i-Azam Campus, Lahore – Pakistan

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*Deputy Registrar (Academic)*


To

Deans of Faculties,  
Principals of Constituent Colleges,  
Directors of Institutes/Centres  
Chairmen/Chairpersons of Teaching Departments  
Heads of Non-Teaching Departments,  
University of the Punjab,  
Lahore.

Subject: **PROVISION OF DATA FOR ANNUAL REPORT FOR THE YEAR 2020-21  
(STARTING FROM 1<sup>st</sup> OCTOBER, 2020 TO 30<sup>th</sup> SEPTEMBER, 2021)**

I am directed to refer to the subject cited above and to state that University of the Punjab has to present annual report to the Syndicate and the Senate in near future as a statutory requirement. Considering the importance of report, you are requested to please provide data for annual report as per enclosed proforma both in **soft and hard** form along with name of focal person and his/her contact details (email, cell No. etc) at the earliest but not later than **10-06-2022**.

2. The soft copy of aforesaid **proforma** is also available at University of the Punjab website [www.pu.edu.pk/downloads](http://www.pu.edu.pk/downloads). The soft copy of filled proforma may please be sent at the email address: [dracademic@pu.edu.pk](mailto:dracademic@pu.edu.pk).

  
**Hafiz Abdul Qayyum**  
Deputy Registrar (Academic)/  
Secretary, Annual Report Committee

No. D/4494/Acad.

Dated: 26-05-2022

Copy for circulation to:

1. Secretary to the Vice-Chancellor
2. Secretary to Pro-Vice Chancellor
3. Private Secretary to the Registrar
4. Director I.T. with a request to upload the proforma on University website.

**PROFORMA FOR ANNUAL REPORT 2020-2021**  
**(Calendar year stating from 1<sup>st</sup> October 2020 to 30<sup>th</sup> September 2021)**

**(Annex-A)**

*While submitting the data of the Annual Report of your Department/ Institute/ Centre/ College, the following may be observed carefully.*

1. The contents of the Annual Report pertaining to the concerned department should be brief according to the template prepared by the HEC.
2. All concerned Department/Institute/Center/College/ shall send well edited/formatted information to the Committee (**hard and soft copies**) which would subsequently be published as such without any correction or amendment(s) & **the sender shall be responsible for any error/mistake.**
3. All Administrative/Non-Teaching Departments shall submit brief report of **related** items according to the template.
4. **All the Departments of University may be requested to submit the Annual Report into the English Format as per the requirement of HEC.**

Template for University'/HEIs' Annual Report

Name of the Department/Institute/Centre/College: \_\_\_\_\_

Telephone (s): \_\_\_\_\_

Fax Number (s): \_\_\_\_\_

E-Mail Address (s): \_\_\_\_\_

- Title
- Contents
- VC/Rector Message
- Executive Summary
- About the University

**Chapter-1: Academic Activities**

- Undergraduate and Postgraduate Programmes (**for the year 2020-21 in text**)
- MS and PhD Programmes (**for the year 2020-21 in text**)
- Academic Achievements (**for the year 2020-21**)
- Foreign Academic Linkages
- Honours and Awards (**for the year 2020-21 in text**)
- Institutional Linkages

