CHAPTER 16 Facilities of the University & Improvements

Facilities of the University & Improvements

HUMAN RESOURCE BRANCH

Human Resources Branch was established in August 2008 in order to streamline the appointment procedure of teaching faculty/administrative staff. Following are major functions of the Branch:-

- o Floating of advertisements
- o Receiving/processing applications
- o Conduct the Selection Boards
- o Issuance of appointment orders

Till to time, 14 advertisements for appointment of teaching faculty and administrative posts (BS-17 & above) have been floated in the print media. Against these advertisements, 14433 were received which were scrutinized, processed and then forwarded to the concerned Deans for determination of eligibility.

After getting their eligibility by the concerned Deans/Officers, the office prepares their Assessment Sheets based on their academic qualification marks and short list the candidates. In case of the appointments of Professor/Associate Professors office contact with the foreign/local subject experts for getting their expert opinion. And when the cases ready to place before the Selection Board, the eligible and short listed candidates are issued call letters for interview, after getting approval from the authorities.

Since the creation of the Branch, 158 meetings of the Selection Board have been conducted and the breakup of the appointments made in these meetings is as under:-

Yearly Compairson of Appointments made by Selection Board
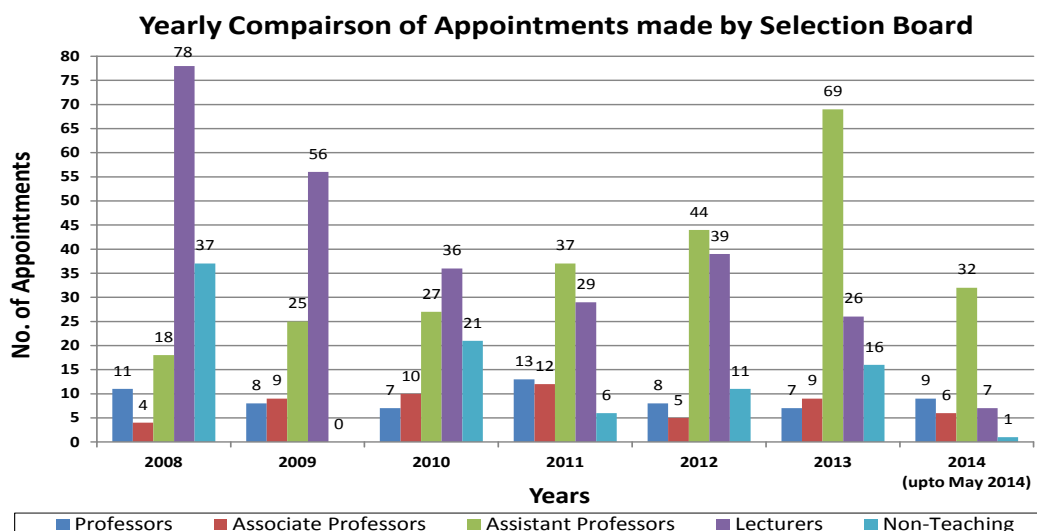
In addition to this, 114 faculty members were appointed under TTS after getting endorsement by the Higher Education Commission, Islamabad.

The total appointments made from January 2008 to May 2014 become 843, which is very high as compare to any other tenure of the Vice-Chancellor. A comparison of the appointments made in different tenures of the Vice-Chancellor is as under:-

Period	Name of Vice-Chancellor	No. of Appointments Made
Jan. 2000 to Dec. 2003	Lt. Gen. (R) Arshad Mahmood	347
Jan. 2004 to Dec. 2007	Lt. Gen. (R) Arshad Mahmood	335
	Total	682
	Average (per year)	85
Jan. 2008 to Dec. 2011	Prof. Dr. Mujahid Kamran	555
Jan. 2012 to May 2014	Prof. Dr. Mujahid Kamran	288
	Total	843
	Average (per year)	131

ADMISSION OFFICE

Admission Office deals with all the activities related to the regular admissions of all the Departments/Institutes/Centres/Colleges of University of the Punjab. This office holds very important position as all the difficulties associated with admission shall be resolved by the Admission Committee. All the controversial cases encountered during admission process are resolved by the Chairman, Admission Committee. Thus, the Admission Committee plays a supervisory role during the admissions. Major tasks performed by the Admission Office during the Admission Year, 2013 are as follows:-

o Primarily, Admission Committee formulated and got printed the "Admission Regulation Book 2013", consisting all the rules and regulations related to admissions. The Rules & Regulation Book contains detailed information about various programs and its eligibility criteria offered by all the Departments/Centres/ Institutes/Colleges of the Punjab University.

o "Admission Regulation Book 2013" and "Dues/Fee Schedule for Admissions" was published and distributed by the Admission Office to all the Departments/Institutes/Centres/Colleges of the Punjab University for guidance. These books are also made available at the University Bookshop to facilitate the students and admission seekers.

o Admission Committee got published the advertisement regarding regular admissions for the academic year, 2013 in different well-known English and Urdu Newspapers. It helps the public to be aware of the starting and ending dates of the admissions in the Punjab University along with the basic admission criteria required for getting admission is different programs.

o Admission Committee addresses all the issues and resolves on the basis of rules & regulations laid down related to admissions.

o Admission Office maintains complete record of the admissions made on different reserve seats categories along with the admissions of the candidates from the Balochistan Province in different programs of all the Departments /Institutes/Centres/Colleges on reserve seat specially announced by the worthy Vice-Chancellor, Prof. Dr. Mujahid Kamran.

o Admission Office conducts various surveys in all the Departments/ Institutes/Centres/Colleges of the Punjab University required by the Higher Authorities like Secretariat Education Colleges and Ministry of Economic Affairs & Division.

o Moreover, Admission Office also verifies and distributes "Green Cards" to the students issued by the "Lahore Transport Company" in order to provide low cost and easy means of transportation to the University students.

AFFILIATION BRANCH

o Total colleges visited   =   273
o Fresh Affiliation granted   =   65
o Addition /extension/increase in intake granted   =   219
o Addition /extension /increase in intake not granted =   00
o Fresh Affiliation not granted   =   01
o De-Affiliation/Affiliation Withdrawn/Suspended   =   08

CHILD WELFARE CENTRE

Child Welfare Centre, University of the Punjab is now the 11th year, working for the welfare of Students with Special needs to empower and improve quality of their life through Education, vocational training, Speech Therapy, Physiotherapy and functional living skills.

- **Academic Activities**

Disabilities and impairments may be physical, cognitive, visual, hearing or a combination of any these. Any disability does not preclude the possibilities of people with infirmities integration into normal society.

Now a day; Education mostly dominate every one lives. There are many challenges environmental, ethical and moral. Education is the key subject for all children. Students with special need want easy access to that knowledge that will help them in an increasingly productive citizen of society.

 Group and individual session has been arranged according to the need of each student. Special attention has been paid to student with multidisciplinary approach through speech therapy, physio therapy and music therapy.

Academic knowledge stimulates the imagination of special need students and expands their understanding of the real world around them. Fields trips such as visit to Mosque, Market, and Bank has been arranged for student with special needs.

Students from different colleges, Institution and Department also visit the C.W.C for their research work.

- **Chapter 2**

During the period under reviewed (Oct 2012 to Sept3013) vocational activities were introduced in CWC on regular basis. Vocational & Pre-Vocational activities were planned for the students to make them independent in any skill area. Eighteen Students with Special Needs availed the facilities. Sessions of 30 minutes were planned for teaching following tasks. Paint with brush on Chart-Paper, Fabric Painting, Beads Strings, Stitch buttons large size, Running stitch on hard chart paper before on Fabric, Peeling of vegetables, Cutting of vegetable, Frying French fries, Making tea, Preparing soft drink, Ironing Clothes. Three vocational teachers have been appointed on 5.11.2012 for this purpose.

CWC administration has taken initiative towards the vocational rehabilitation of special need students of this centre. Regular session on pre vocational training has been arranged for CWC students. Linkage with other special setups have been arranged to cater the vocational facilities to special students of CWC. A visit to each: Rising Sun Institute and Roshni Village was arranged on April 17th 2013. Both setups are distinguished for vocational services. This visit proved fruitful in term how to cater market oriented needs and specific trades for special need students.

- **Parents Teachers Meetings**

Parents Teacher Meetings are a good source of liaison between parents and Teacher, and are beneficial for parents counseling, in respect of re-propriety previous performance and to give information about present IEP.

Parents' views are also equally important for teachers to set reinforcements for behavior management.

Parents Teacher meeting is planned twice in a year, in which all related professionals of multidisciplinary team are involved and share all related information to the parents.

More over individual meetings are occasionally arranged on parents or teacher's request to discuss on behavior, medical or disciplinary issues. Guidance and remedies are immediately provided to the parents by mutual discussion of the multi disciplinary team.

- **Celebration of Birthday Parties**

Socialization is a very important adaptive skill area. Celebration of birthday parties play very important role in area of socialization. Children with special needs, require working on this area to improve their socialization ability. Celebration of birth day parties increases, self confidence in them. This year CWC celebrated three birthday parties in which student learn sharing and enjoying the pleasure of their school mates.

- **Summer Camp**

According to past tradition CWC had been organized a summer camp for the betterment of female students to enhance their skills according to their interests. They can utilize these skills for their future profession. During summer vocation 2013 CWC launched a two month summer camp in Vocational

Training and Handicraft for female Students of residential colony of P.U and outsiders. Following courses were introduced during summer camp.

- o Cutting and Stitching Class.
- o Make-Up Class (Personal Grooming)
- o Dry Arrangement Class. etc.

- **Major Purchased**

To strengthening the physical infrastructure of Child Welfare Centre, University of the Punjab had provided seven computers PC for the computer lab of centre. Centre had also purchased different accessories for the functional use of the computers. Such items are back up for computer and computer stools.

CWC has also purchased following items during the period

- o Air Coolers   No.03
- o Music Chair   No.01
- o Executive Chair   No.01
- o Wooden Cabinet   No.02
- o Steel File Cabinet   No.01

- **Report on International Disable Day 2012**

Child Welfare Centre celebrate international disability day every year with great enthusiasm. International theme for disable Day 2012 was Removing barriers to create an inclusive and accessible society for all . Child Welfare Centre arranged a successful function to celebrate the international disable day on Dec 3, 2012 Dr. Liaquat was the chief guest of this Function. Welcome address was given by Principal Child Welfare Centre Miss Ayesha Wajihullah, Students of Child Welfare Centre performed different activities on this occasion. These activities include tableau, sports and vocational activities.

Chief Guest Dr. Liaquat (Dean Faculty of Education &Controller Examination PU) distributed prizes and medals among the students of CWC. After the address of chief guest balloon activity and musical presentation were also presented by students of the centre. Students of CWC also presented performance on a song in the function of the Department of Special Education in the connection of International Disable Day in Wheed Shaeed Hall IER.

- **Sports Day**

Annual sports day was managed in Child Welfare Centre on 13th of March 2013. Participation of all Special Needs Students was made sure.

Faculty members from Department of Special Education visited the sports Day as honorable guests. Gifts among the students were distributed for their active participation. The major events were 25M Race by junior boys and Girls, Adult Girls participated in 25M Flower Race, caroling race was arranged for adult boys. C.P game by Boys and Girls, Gymnastic, Musical Chair, Musical Poems, Tug of War also managed.

Special Olympics were held intercity School games on 6th April at Nawaz Sharif Hockey stadium township Lahore. Twenty student of CWC participated in 50M Race and won the race as follow:

- o 1st Prize   05
- o 2nd Prize   04
- o 3rd Prize   07
- o Ribbins   03

- **Up to Date Medical Record**

During the period under reviewed medical specialist arranged with the collaboration of Health Centre PU to visit the CWC to refresh medical records, of all students with Special Needs.

- **Banners were displayed on Main Entrance**

Visual aids like banners "Wipe OFF DENGUE FROM ENVIRONMENT" were also waved across main entrance gate, leaflets were distributed among teachers as well as in special children to aware them about dengue.

- **"SOP "Team**

The special team of CWC staff member had been prepared to perform different task on daily basis by way of maintaining clearance of stores, open spaces at grounds from all kinds of solid waste including old and rough stock and wastes.

- **Seminars/ Special Sittings:**

Earlier guidelines on "Prevention and control of water born disease like dengue were circulated. Special settings were organized where in children and all staff was given understanding about the Dengue Mosquito. Activities had been set for special students to join the cleanup operation in our school premises. Special Charts, leaflets and some practical work had been used to impart necessary information how to prevent the mosquito breeding, hiding, and after effects of dengue fever, and what precautionary measures should be taken if any one (Special Child) get attacked by this dengue Mosquito.

- **Guidance and Awareness for the Preventation and Management of Disability**

Awareness is a starting point and a tool that provides better understanding of disabilities related issues. A Multi- disciplinary team in Welfare Centre provides a good chance to parents learn about the specific and unique needs of their special children free of cost.

DEPARTMENT OF EXAMINATIONS

The Department of Examinations is a major earning Department of University of the Punjab. The whole system of Examinations is computerized. More than 305 Examinations are conducted every year with strength of about 0.5 million students. The detail of achievements is as under:-

- **Controller's Personal Section**

The nature of work of this section is quite sensitive and multi-dimensional. 20830 letters, complains were entered in the Diary Register and were disposed off accordingly. Email accounts were handled.

1762 documents were attested for HEC. Arrangements of Monitoring of Examination Centers of B.A / B.Sc, M.A / M.Sc, B.Ed, Commerce, Law etc were made. Advances for fuel and toll taxes etc for monitoring cars were drawn and their adjustments deposited. Bills of monitoring teams were also processed in this section. Enquiries were dealt through Telephonic calls, fax machine and also through open door policy. Schedules of meetings were announced. Thousands of degrees and other necessary documents were signed by the Controller of Examinations and Addl. Controller of Examinations as well. Daily dak and public inquires relating to Exams, results, degrees problems are also dealt within the personal section. 3840 T.A/D.A bills of Resident Inspectors, Monitoring Teams of various Examinations were processed. 200 PhD theses were received for evaluation. 80 letters and reminders were dispatched to M.S., M.D. & M.D.S theses Examinations. 10 M.S. cases sent to Secrecy Branch after completion. 3500 letters were dispatched to the Resident Inspector & Monitoring Team. 578 Police Administration letters were issued. 195000 degrees were signed by the Controller of Examinations. 410 remuneration bills of PhD theses to Examinations were processed.

- **Conduct Branch**

Conduct Branch of Department of Examinations is assigned with the major task of carrying out all those steps which are involved in the conduct of any Examination, local or abroad. It starts the process of any Examination from the scratch and works earnestly until the Examination is terminated successfully. The Conduct Branch has to make arrangements for the Conduct of 305 Examinations in a year. The working of the Branch for the period <u>October 01, 2011 to September 30, 2012</u> is being summarized as under:-

295 theory Examinations while 160 practical Examinations were conducted during the above mentioned period and about 2100 theory centers with 425 practical centers were constituted. In these centers about 2100 Superintendents, 2100 Additional Superintendents and 7140 Invigilators were appointed. In addition to this 525 Distributing Inspectors were appointed. For theory Examinations 325000 Answer-Books. For practical Examinations about 165000 practical Answer-books were sent to constituted centers. About 60000 sealed packets containing question papers were also sent to various cities where centers were constituted. Also 50 Examinations were conducted abroad in various countries for expatriate Pakistanis.

- **Secrecy Branch**

The B.A. /B.Sc. Supplementary Examination 2012, Annual Examination 2013, Special Examination was held and their results were also declared without any delay. The results of M.A. /M.Sc. Part-I and Part-II Annual Examination 2012were declared, 2000 R.L. cases were also cleared and Special Examinations (Urdu, Political Science, Economies, English & History) of M.A. Part-I Annual Examination 2012 were held in Kuwait, U.K., K.S.A, Canada, Germany, U.S.A. and U.A.E. Their results were declared, Special nine Examinations, History, English, Economics of M.A. Part-II Annual Examinations 2012 were

also held in New Zealand, K.S.A, U.A.E., U.K., and the results of the same have also been declared well in time. In addition to these Examinations B.Ed., B.S.Ed. (1st, 2nd & 3rd Prof.), Diploma in Physical Education, M.Ed. Elementary / Secondary/General, M.Ed. visual impairment were also conducted in October, 2012 and February, March 2013 and their results have been declared. About 110 Professional Examinations of different diplomas, certificates, etc., in the fields of Medical, Engineering, Commerce, Home Economics, Dentistry, Pharmacy, B.S. 4 Years Program, M.Com, M.B.A. etc. were held during October 2012 to September 2013. Scripts were received from Examination centers, processed and were dispatched to Examiners for marking. Marked scripts were kept in the section. About 3215 R.L. and R.F.C. cases and 69 different other cases pertaining to above mentioned Examinations and about 1012 Re-checking cases were settled during this period. Final Prof M.B.B.S 2nd Annual 2011 was conducted in the building of Fatima Jinnah and Sheikh Zayed Medical College Lahore. The process of central marking proved successful for early declaration of results of Final Prof M.B.B.S examinations. The central marking of B.S 4 years promes was conducted in Secrecy Branch. Central marking of M.Com was conducted in the building of Hailey College of Commerce and central marking of M.B.A was conducted in the building of Haily College of Business & Finance. It is pointed out that central marking of B.Com Part-I and B.Com. Part-II Supplementary 2012 & B.Com Part-I & II Annual Examination 2013 were conducted in the building of Hailey College of Commerce, University of the Punjab, Lahore.   The results of B.Com Part-I and Part-II Annual Examination 2013were declared well in time. Central marking of LLB Part-I,II&III Annual 2013 was conducted in the building of Law College Punjab University Lahore. B.Com Part-I Annual 2013 418 R.L. Cases R.F.C 10213 & 272 Re-checking cases. B.Com Part-II Annual Examination, 201, 270 R.L Cases R.F.C. 7812 & 527 Re-checking cases. LLB Part-I, II& III Annual Examination 2013, 326 R.L. Cases R.F.C. 1860 & 212. Re-checking cases were registered. During this period from October 2012 to September 2013, 9500 examiners were appointed for B.A/B.Sc and M.A/M.Sc Examinations and 3150 Question Papers were set by paper setters and 7320 examiners were appointed for Professional, LLB, B.Com Pharmacy, B.Ed & Professional Diplomas. As well as 600 Examiners were appointed for B.S. 4 years Programs. Remuneration bills T.A/D.A and contingent bills of Paper Setters and Examiners were also prepared and forwarded to the Accounts Branch for payment. During the period from 1st October 2012 to 30th September 2013, 341 unfair means cases in B.A/B.Sc, M.A/M.Sc and 584 cases in all other examinations were registered. All the cases were finalized before the declaration of results.

- **External & Computer Degree Section**

    The major task of this section is to issue the degrees and verifications of documents of the candidates nationwide and expatriate Pakistanis. The following progress was made during the specific period; 6256 degree forms were received without fee, 3809 degree forms received with fee, 10031 verification forms were received with fee (V. Number), 25377 Verification cases were received from different departments with fee (FR Number). 434 verification cases were received from different

departments without fee, 67670 degrees of BA/B/Sc sent to the candidates at their home addresses by registered mail. 47629 degrees of M|A/MSc candidates were sent to their home addresses by registered mail. 131216 degrees of B.Com, LLB & all other candidates of professional Examinations (Regular & Private) were sent to colleges and at home addresses respectively. Total 39851 verifications were issued vide number V, R & FR. 919 forms were sent back to candidates due to their incomplete documents. Total 16683 different kinds of diplomas, detailed marks certificates and merit certificates were issued during the period.

- **B.A/B.Sc / L.L.B Section (Computer)**

This section dealt with the results of B.A/B.Sc Supplementary Examination 2012, total 24130 candidates were appeared and 11217 candidates were declared pass. B.A/B.Sc Special Examinations Annual 2013, total 144 candidates were appeared in different countries and 136 candidates were declared pass. B.A/B.Sc Annual Examination 2013 was conducted, total 134880 candidates appeared and 50359 candidates were declared pass. LLB Part-I, II and III Supplementary Examination 2012 was conducted total 4539 candidates were appeared and 2887 candidates were declared pass. L.L.B Part-I, II and III Annual Examinations 2013 was conducted total 13308 candidates were appeared and 7045 candidates were declared pass. The processing of these results were made in time; the queries were also dealt in very short time. 9728 complaints were dealt with in stipulated period.

- **B.A/B.Sc Hall**

This section dealt with the results of B.A/B.Sc Supplementary 2012, total 24130 candidates were appeared and 11217 candidates were declared pass. B.A/B. Sc Annual Examination, 2013 was held on 4th April, 2013, total 134880 candidates were appeared and 50359 were declared pass. B.A/B.Sc special examination, 2013 was conducted, total 144 candidates were appeared in different countries and 136 candidates were declared pass. L.L.B Part-I, II, III Supplementary Examinations, 2012 were also conducted, total 4539 candidates were appeared 2887 and were declared pass. L.L.B Part-I, II, III Annual Examinations, 2013 were also conducted 13308 candidates were appeared and 7045 candidates were declared pass.

- **Server Room and General Section (Exams)**

Trouble shootings of equipments, 400 queries were dealt as of installation of windows, software and hardware. The networking has been started for B.S. Block. The maintenance of Generator for Server Room has been done as and when required approximately five times in this period. The vendors were contacted in time for claiming warranties and repairs. The management of Production Printers has also been done timely.

This section also dealt a lot of matters relating to staff working under Controller of Examinations i.e. processing of all type of leave cases, joining reports, reliving reports, processing of Bills of staff and vendors, Some matters of Convocations, arrangements of local purchase committee meetings 5

meetings were conducted during this period. Receiving of all kinds of stationary items from the Main Store 12 time this practice repeated and got received by the sections concerned, other materials which are purchase from the local market through vendors be reserved many times for maintaining little stocks for emergency use. Preparation of all kinds of reports as and when required, all matters relating to engineering branch, receiving of blank result cards from the Press after proper counting by the deputed persons. In short, this section provides technical and non technical support to all the sections working under Controller of Examinations.

- **B.A/B.Sc / L.L.B Section (Computer Inquiry)**

This section dealt with the complaints of the candidates relating to B.A/B.Sc & LL.B, examinations. 5580 cases of B.A/B.Sc LL.B were received and processed.

- **B.Com (Computer Section)**

This Section dealt with the results of B.Com Part-I & Part-II Examinations. During the stipulated period 143924 candidates were appeared and 57110 candidates were declared pass.

- **M.A. /M.Sc. Hall**

The result of M.A/M.Sc. Part-I & Part-II Annual Examination, 2012 held in June/July 2012 were declared. Result Cards were dispatched accordingly. 70857 candidates were appeared in Part-I and 44607 candidates were appeared in Part-II examination. R.L. Cases were also cleared within very short period of time. The result of M.A. /M.Sc. Part-I & Part-II Supplementary Examination, 2012 were declared. Result Cards were issued accordingly. 11146 candidates were appeared in Part-I and 12332 candidates were appeared in Part-II examination. R.L. Cases were also cleared within very short period of time.

- **Forms Section**

This section dealt with the work relating to the printing, issuing and processing of the Admission Forms of all the examinations, which are conducted by the University. This Section has performed following jobs pertaining to the processing of Admission Forms during the period 2012-13 are as under:

310000 Admission Forms of various examinations were got prepared from the University Press and were sent to different branches of Habib Bank Limited, colleges concerned on demand. Admission Forms of different Examinations were issued to the candidates by hand free of cost. About 450000 Admissions Forms of different Examinations were received from the candidates by hand, by post and from the colleges. After checking, the Admissions Forms were entered in the relevant registers for proper record and thereafter arranged category-wise. After affixing the serial number Admission Forms were sent to the Computer Section accordingly for further processing. Incomplete Admission Forms of the candidates of each examination which were received by post were returned to them. Time barred and late Admission Forms were returned to the candidates by post after maintaining proper records.

- **Litigation Cell**

This section dealt with 174 Writ petitions/Appeals/Civil Suits/Civil Appeals/Civil. Org/I.C.A & CPLA were filed against the University of the Punjab and defended in Civil District Courts/High Courts/Supreme Courts of Pakistan during the period. 132 Writ Petitions have been decided and the remaining numbers are still pending in the above mentioned courts of law. Similarly, 59 complaints were received from the office of the Provincial Ombudsman out of which 43 cases decided and remaining are under decision.

- **Enquiry Section M.A/M.Sc and Profession Exams. / Main Diary**

This section provided essential information to the candidates of all the Examinations through inquiry windows and telephones as well. During stipulated period, 3006 cases of M.A/M.Sc were received and processed; only 35 cases are under process up till now. 2739 cases relating to B.A/B.Sc Examinations were received and processed only 9 cases are under process. 3480 cases of B.Com/BS Hons./B.Ed/M.B.B.S. & all professional Examinations were received and processed, 21 are under process. Thousands of duplicate roll number slips were also issued to the candidates through this section. This section dealt with the complaints of the candidates relating to different Examinations. 8779 cases were received by hand and thousands of duplicates roll number slips were issued which were processed accordingly. 14597 inquiries letters were registered in Diary Register and 6000 were delivered by post to the concerned quarter.

- **Awards Section**

This section dealt with the Award Lists of all the Examinations, which are being conducted by the University. During the period sealed envelopes containing 11356 Award Lists were received from the Examiners of the various Examinations. These lists were checked /entered and delivered to the Section concerned for further processing. Moreover, letters and reminders are also sent to Examiners who did not send Award lists in time and discrepancies are also removed after confirmation from the examiners through postal and telephonic services. The result positions of all Examinations are also prepared time to time for information of the authorities.

- **Professional Hall**

This Section dealt with all the Professional Examinations running under Semester and Annual Systems. 91 results of undergraduate programs and 2705 candidates were appeared, 103 results of Master degree programs and 3453 candidates were appeared, 57 results of M.S/M.Phil and 602 candidates were appeared. The results of 41 Postgraduate diplomas were declared during the period. Besides, results declared under Annual system of Examinations include, Bachelor of Education (B.Ed), M.B.B.S. Further, this section also organized the 121st Annual Convocation of the University in which 1200 candidates were invited and conferred with degrees and distinctions (Medals).

- **Professional (Computer Section)**

This section dealt with the results of all the professional computerized Examinations. During the stipulated period 106 different professional Examinations were conducted for 43183candidates 14467 candidates were declared pass.

The Annual progress report for the period October, 2012 to September, 2013 is forwarded, please.

DEPARTMENT OF PRESS & PUBLICATIONS

- **Academic Achievements**

Several workshops were arranged for the students of College of Arts & Design for their practical requirements and knowledge regarding Pre-press, Printing material & Graphic Arts.

- **Research & Development – An Overview**

The Department of Press & Publications is striving to provide quality printing and publication services to the University of the Punjab at subsidized rates. However, due to this cost reduction in Press services the workload of the Department of Press & Publications has increased considerably. All types of printing material concerning the Secrecy & Conduct Branch like Answer Books, Continuation Sheets, Practical Answer Books for (B.A./B.Sc., M.A./M.Sc.) exams, different Admission Forms, different syllabus and material about professional examinations were printed here. The most important task of the Press is the printing of examination materials for conducting the exams well in time and providing all the regarding materials for about 300,000 students. The Department of Press & Publications has also been assigned the printing of confidential document i,e. Degrees, Certificates, Result Cards, Result Sheets and Registers of various kinds.

- **Projects (Completed)**

The Department of Press & Publications purchased the new machines i,e. Three knife Book Cutter, Book sewing Machine, Punching Machine and Rolling Machine during the year 2012-13for printing and finishing the jobs in time sophisticatedly. The department purchased a biometric system machine for attendance of employees. The fire extinguisher has the vital importance in any Press and being a very sensitive department, Press was direly needed to be equipped with fire fighter equipments. In this regard the Department of Press & Publications got installed the fire fighting equipments throughout the sensitive area.

- **Publications/Printing**

The Department of Press & Publications has under taken the jobs during the year October 2012 to September 2013 are as following:-

Sr.No.	Description	Numberings
1.	Answer Books	23,66,500
2.	Extra Sheets	2,12000
3.	Practical's Answer Books	2,00,000

Sr.No.	Description	Numberings
4.	Degree / Diploma/ Certificates	2,18,988
5.	Result Cards	6,50,000
6.	Admission Forms	05,90,280
7.	Title/ Agenda/ Gazette/ Annual Report	2,406
8.	Prospectuses	80,720
9.	Visiting Cards	22,270
10.	Journals	9,640
11.	Books	15,497
12.	Envelopes	2,24,900
13.	News Letters	300
14.	Posters	1600
15.	Brochures	7,765
16.	Booklets	6,765
17.	Fact Books	600
18.	Speeches	1,500
19.	Registration Cards	2,00,000
20.	Receipts	3,900
21.	Tickets	50,000
22.	Registers for various kinds	1,025
23.	Letter Pads	1,291
24.	Files	30,950
25.	Result Statements	6,50,000
26.	Programs Cards	1,500
27.	Convocation Cards	1,000
28.	Certificates	5,990
29.	Complementary Cards	1,500
30.	Buss Passes	2,50,070
31.	Overtime Forms	500
32.	Executive Diaries	2,450
33.	Small Diaries	2,250
34.	Day Planners	2,250
35.	Invitation Cards	7,350
36.	Pocket Calendars	2000
37.	Registration Cards	2,00,000
38.	Class Cards	6000
39.	Permission slips	300
40.	Allotment Letters	4,000
41.	Ramadan Calendars	1000

Our Mission is to disseminate knowledge and creative work in all of its forms through scientific and intellectual publishing at affordable price.

DEPARTMENT OF PUBLIC RELATIONS

The year 2012-13 was another year full of challenges, which the university had never faced before. As the administration had adopted the policy of ensuring peaceful and academic environment on campus, some political elements always tried to create hurdles and spread wrong information to the Press. The PR department not only successfully countered their propaganda but also further enhanced and improved professional relationship with the TV channels and major national newspapers. The details of main activities of the PU PR Department during the year 2012-13, are given, as under:

- **Press Conferences**

Successful press conferences on every critical issue were arranged to make the PU a resounding success.

- **Columns/ Articles/ Features**

For presenting positive image of Punjab University in print media, many columns, columns, articles and features were published. The department also hosted several luncheons and dinners are celebrated evenings with renowned senior journalists.

- **Press Releases**

The day-to-day press coverage of the university events were published daily in national Press. PU gained maximum space in national Press. Over 700 press releases with pictures were published in newspapers this year. The department also highlighted the research work and achievements of university scholars. The department also took up the task of coverage of our co-curricular and sports events.

- **PU Advertisements**

PU's Public Relations Department is one of the only government departments who have maintained good relationship with Director General Public Relations' Office. The publication process of our tender, vacancy and special advertised had been smooth.

- **Contradictions/Clarifications**

Sometimes newspapers/TV channels publish/broadcast incorrect news item based on misinformation. In such cases, the PR department managed broadcast of true picture of the story for keeping the record straight.

- **Future Development Plans**
  o Establishment of video monitoring and video editing unit.
  o Upgradation of PR Department as Directorate of Public Relations with Assistant PROs functioning as Incharge of publicity/public relationing activities at New Campus, Old Campus, Gujranwala Campus and Jhelum Campus.

DIRECTORATE OF EXTERNAL LINKAGES

- **Overview:**

Collaborations have been signed with national and international universities in Bangladesh, Canada, Egypt, Germany, Iran, Japan, Malaysia, New Zealand, Norway, Russian, Saudi Arabia, Scotland, South Korea, Sweden, Turkey, UK, USA and Zimbabwe.

In addition, collaborations have also been established with the Embassies and Consulates of Spain, Iran & USA.

The Directorate also assists with visas for foreign delegates as well as for those faculty members travelling abroad to pursue a PhD degree or for a conference. Details are as below:

- **Achievements:**

Following are the overview since October 2012 to September 2013:

o **Visits of International Delegations to PU**

Sr. No.	Institution/Foreign Delegation/Lectures	Country	Month/Year
1.	Delegation from Thailand visit to Punjab University	Thailand	Sept. 2013
2.	Visit of Chinese Delegation	China	June 2013
3.	Visit of Bangladeshi Delegation (39 members)	Bangladesh	June 2013
4.	Bangladeshi media delegation calls on PU VC	Bangladesh	June 2013
5.	Nepali delegation calls on PU VC	Nepal	March 2013
6.	Visit of Chinese Media Delegation	China	March 2013
7.	Meeting with Mr. Ursula Saarbeck, (DAAD) at V.C. Office		Nov. 2012
8.	Visit of UTP Delegation to VC office	Malaysia	Oct. 2012

o **Visits of National Delegations to PU**

Sr. No.	Institution/Local Delegation	Month/Year
1.	MoU signing ceremony between PU and VU, committee room VC office	Nov. 29, 2012
2.	A lunch and Ceremony for conferment of Honorary Doctorate degree to Mr. Hamid Nizami	Dec. 3, 2012

o **International Lecture/Seminar in PU**

Sr. No.	Foreign Lectures/Seminar	Month/Year
1.	A Seminar on Pakistan: b/w Afghanistan and India, at Pakistan Study Centre	Oct. 18, 2012
2.	International Conference: Ideal Human & Ideal Society - Turkey	Nov. 21, 2012
3.	Seminar: Canal Development on the Empire's Frontier: Securing Late 19th Century Sindh	Jan. 18, 2013
4.	Valparaiso University Seminar at Al-Razi Hall, Centre for Undergraduate Studies.	March 2013
5.	International seminar 'Spanish America' at Pak-Study Centre.	July 5, 2013

- o **MOUs National/International**
- ▪ **MOUs signed between PU & International Institutions**

Sr. No.	Name of University/ Department	Name of Foreign Institution/Organization Linked with University	Signing Authorities	Date of Signing
1.	University of the Punjab, Lahore	University of Malaya, Malaysia	University of the Punjab Prof. Dr. Mujahid Kamran, Vice-Chancellor Suleyman Sah University Ran Sri Dr. Ghauth Jasmon Vice-Chancellor	August 6, 2013
2.	University of the Punjab, Lahore	Suleyman Sah University, Istanbul, Turkey	University of the Punjab Prof. Dr. Mujahid Kamran, Vice-Chancellor Suleyman Sah University Prof Dr Adnan Aslan Dean, Faculty of Humanities & Social Sci.	April 18, 2013
3.	University of the Punjab, Lahore	Daito Bunka University, Tokyo, Japan	University of the Punjab Prof. Dr. Mujahid Kamran, Vice-Chancellor Daito Bunka Univ, Japan Mr. Masao Ota, President	April 3, 2013

- ▪ **MOUs signed between PU & National Institution(s)**

Sr. No.	Name of University/ Department	Name of Foreign Institution/Organization Linked with University	Signing Authorities	Date of Signing
1.	Hailey College of Commerce (HCC),	Association of Chartered Accountants (ACCA)	Dr. Liaqat Ali, Principal/Hafiz Zafar Ahmad, Asst. Prof. & Mr. Arif Masud Mirza (Head of ACCA Pakistan)/Mr. Haroon A Jan (Head of ACCA Lahore)	Sept. 5, 2013
2.	National Centre for Resettlement and Rehabilitation (NCCR), ISCS	Pakistan Poverty Alleviation Authority (PPAF)	Prof. Dr. Mujahid Kamran, Vice-Chancellor, P.U. & Mr. Qazi Azmat Isa, CEO PPAF, Islamabad	July 1, 2013
3.	Dept. of Political Science	Lahore Council for World Affairs	Prof. Dr. Mujahid Kamran, Vice-Chancellor, P.U. & Ambassador Javid Husain, President	April 26, 2013
4.	University of the Punjab, Lahore.	Ministry of Science and Technology, Islamabad.	Prof. Dr. Mujahid Kamran, Vice-Chancellor, P.U. & Akhlaq Ahmad Tarar, Federal Secretary, MoST, Islamabad	Mar 25, 2013
5.	Dept. of Political Science	Inter-Media, Pakistan	Dr. Umbreen Javaid, Head of Dept. Political Science, P.U. & Mr. Adnan Rehmat, Executive Director, Inter-Media Pakistan.	Jan 01, 2013

Sr. No.	Name of University/ Department	Name of Foreign Institution/Organization Linked with University	Signing Authorities	Date of Signing
6.	University of the Punjab, Lahore	Mine and Minerals Department Government of the Punjab	Prof. Dr. Mujahid Kamran, Vice-Chancellor (Witness: Prof. Dr. Saeed Farooq, Director, Instt. of Geology) & Mr. Shahid Mahmood, Secretary, Mines and Minerals deptt. (Witness: Khawaja Daud Ahmad, D.G.) Directorate of Mines and Minerals deptt.	February 27, 2013
7.	University of the Punjab, Lahore	STARLET Shoes	Vice-Chancellor Prof. Dr. Mujahid Kamran & Director Marketing Mr. Nadeem Sohail	Nov. 14, 2012
8.	University of the Punjab, Lahore	Virtual University of Pakistan	Prof. Dr. Mujahid Kamran, Vice-Chancellor & Dr. Naveed A. Malik, Rector	Nov. 29, 2012

HALL COUNCIL

The Hall Council is an important statutory body of the Punjab University. It supervises of 27 University Hostels in the following order; it comprises of 27 Wardens, 27 Superintendents. One Chairman, One Deputy Chairman, One Deputy Chairperson, One Secretary. In these hostels more than 7,912 students are residing.

- o　Boys Hostels at Quaid-e-Azam Campus　　16
- o　Boys Hostels at Allama Iqbal Campus　　01
- o　Girls Hostels at Quaid-e-Azam Campus　　10

　　Total Hostel Male and Female　　27

- **Special Checking for Unauthorized Persons**

The Hall Council under the orders of Vice-Chancellor made special efforts to eject illegal occupants and a lot of success has been achieved with the active cooperation of the Wardens and Superintendents. As a result of surprise visits illegal persons were detected and expelled from the hostels. The action was taken against the students who manage to accommodate such illegal persons.

- **Co-Curricular Activities**

Every hostel organizes Annual Sports and Annual Dinners for the residents. The Hall Council Supervises and provides facilities in the conduct of all such activities. It encourages the students to participate in the sports and other extra-curricular activities arranged in the hostels and prizes are awarded to the winning students/teams. The residents of the hostels organize their mess through the mess committees.

- **Basic Facilities provided by the Hall Council to the Hostels**

The basic facilities to all the hostels have been provided by the Office of the Hall Council such as furniture items, electric fans, geysers, water coolers etc, according the requirements. In addition, the Hall Council provided maintenance and repair facilities to the Hostels. The necessary items are purchased and provided after the approval of the Special purchase Committee of Hall Council. Medical facilities are being provided to the residents students round the clock. The services of the University Physicians are also available in the night hours in emergency to the boarders. The University Hall Council offers complete medical coverage to the residents of the hostels.

- **Study and Recreation Tours**

Many male and female students from other Universities and Colleges of the country visited Punjab University on study tours in the year 2012-2013. The Hall Council made arrangements for their stay and provided the facilities to visit the city of Lahore too.

- **Meetings**

Special meetings of Wardens and Superintendents were held to resolve various issues of the Hostel. With unanimous consensus some of the very delicate issues were resolved. In addition, the meetings of Purchase Committee, ad-hoc Committee were also held for the purpose.

- **Foreign Students**

The seats have been specified in boy's hostels and girls hostels for Foreign students and all the necessary facilities are being provided to them so that they may feel like their home lands.

- **Street & Hostel Lights**

With the help of the Engineering Department, streetlight system in the hostels area has been improved. Sanitation conditions around the hostels are being also improved with the help of Resident Officer-II. Special attention is also being paid to develop plantation to add greenery and beauty to the surrounding environment of the hostels.

- **Funds Allocated**

In addition, the Budget estimate for year 2013-2014, Rs. 1,50,000/- has been sanctioned to each hostel for its repair and maintenance. The amount has been spent for various maintenance, repair works and better facilities to the resident students.

- **Prospectus**

The prospectus of Hall Council with updates was printed and distributed in all institutes/centres/ constituent colleges for allotment to their students in 2013.

INFORMATION TECHNOLOGY CENTRE

- **Introduction**

Punjab University is the first public sector university in the field of IT to lay down 42 Km. long Fiber Optic Cable Network: having 74 optical fiber nodes serving all departments, hostels and Administrative

Block through local area network. Now there are over 7000 state of the art computers and more than 15,000 laptops (CM Laptop scheme for students) in university. Computer culture has been created.

To manage all the activities of the overall IT Infrastructure i.e. Network Development, Expansion, Maintenance/ Troubleshooting services (Network, Hardware and Software), Software Development, Database Management, Website Design & Development, online Announcement of Examination News, Notice & Results, 24-hour Internet facility, the University of the Punjab has full-fledged services department in Quaid-i-Azam/ Allama Iqbal Campus, namely the INFORMATION TECHNOLOGY CENTRE (IT Centre). This Centre is striving for the growth and evolution of new IT services in the University. Bandwidth has been gradually increased from 64Kbps to 550 Mbps in Quaid-e-Azam Campus and 50 Mbps in Allama Iqbal Campus against PERN2 project and 6Mbps in Jhelum Campus.

The Information Technology Centre develops and manages the computing and networking infrastructure of the University. The Center provides computing support to all Faculty Members, Administrative officers and Students. In addition, we serve the University's faculty members and administration needs by providing various office automation and productivity tools. We also update all the information in Punjab University website.

Details of the services provided by Information Technology Centre are as follow.

- **Our Services**
  - IP Telephony
  - Software Development
  - Digital Library
  - Video Conferencing
  - Web Portal
  - Hardware Lab
  - E-Mail
  - Licensed Software Distribution
  - Networking
  - Campus Management Solution
  - Maintenance Activities

- **IP Telephony Project (VOIP)**

A project of IP TELEPHONY has been initiated and successfully implemented by Information Technology Centre in the university. Using IP phones any employee of the University can communicate with others just like traditional telephone with much better voice quality and with the saving of their telephonic cost. This facility is totally FREE for all the university employees having IP phone.IT Centre is providing all kind of support in its installation and smooth working in the university.

IT Centre installed 200 IP phones in administrative and Academic departments head's offices. The incoming calls from any network (Mobile, PTCL, NTC etc) are enabled on these IP phones. System has the extendable capacity upto 4000 users.

IP Telephony has come of age and has proven capable of delivering cost savings

and productivity increases for businesses of all sizes. In fact, the adoption of IP Telephony is gaining momentum, with primary business drivers being:

- o Provide highly secure, reliable, scalable communications that take advantage of your LAN
- o Lower equipment administration costs
- o Lower voice costs
- o Centralized network control and management
- o Conference calling
- o Call transfer facility
- o Corporate Directory
- o Ability to quickly relocate phones or phone systems temporarily in an emergency

IT Centre is providing all kinds of support in managing and maintenance of this IP Telephone project and looking forward to expand this project up-to all faculty members and administrative staff to decrease the telephonic budget of Punjab University.

- **E-mail (Official Addresses)**

IT Centre is also providing Free Email services with unlimited Storage Space that is fully functional for the use of university faculty members and administrative staff to communicate electronically. PU mail can also be used through Webmail facility from anywhere in the world with access to the Internet. There are more than 2000 users using this facility. With this email services, PU user can also avail following services by Google for data security and accessibility.

- o Google Calendar
- o Google Sites
- o Picasa Web Albums
- o Talk/Hangouts
- o Google Translate
- o Drive and Docs
- o Google Books
- o Google Sync for Mobile
- o Google Play

- **Software Development**

The Software Development section of Information Technology Centre is actively participating in development of Software Systems of the University of the Punjab. The following Software Systems were developed, implemented and are being maintained by the IT Centre software section.

- o **Deployed Software**
  - ▪ MLIMS (Multilingual Library Information Management System)
  - ▪ This application has been installed and successfully implemented in 51 departmental Libraries.
  - ▪ OPAC (On Line Public Access Catalog)
  - ▪ LMS (Lab Management System)
  - ▪ Serials (Under Construction)

- Electricity & Gas Billing System
- Diary Management System
- Ranking Information Software

o **New Developments in year 2012-13**

- **PU Data Management System**

  This software will be used by each department's users to manage their Students, Employees and Faculty Members data. The purpose of this software is to make the important data readily available for higher management.

  The individual users can Search, Add/Edit and Delete information regarding Students, Employees and Faculty Members of their own departments.

- **Online Admission System**

  This web application was developed to simplify and computerize the admission process. It has the following features:-

  ➢ Applicants fill their academic and personal information
  ➢ Applicants can apply for available programs using internet
  ➢ Departmental users can view the applicants for each program
  ➢ Departmental users can generate merit lists for each offered program

- **Conversion from LIMS Data to MLIMS**

  Ten different departments of University of the Punjab have been converted the data of LIMS.

- **Serials**

  Software for computerization of serials which covers all aspects and areas of Serials. It is a desktop application which fulfills all needs of any library.

• **Licensed Software Distribution**

Punjab University IT center is providing NSSA (National Student Software Accessibility) Web Portal services with Collaboration of HEC (Higher Education Commission) & Microsoft to all Faculty Staff and Students of the University. The entire Faculty and Students of Punjab University will now be able to get Microsoft software catalog FREE OF COST through NSSA Web Portal.

NSSA is a web-based management system which enables you to make MSDNAA (Microsoft Software Developers Network Academic Alliance) software easily available to your students and faculty. In other way, this is your University's software distribution website. You can register & download available software.

o **Login Page to Microsoft Portal**

http://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?ws=6f9be4e8-e1c1-e011-ae14-f04da23e67f6&vsro=8

Total users Registered on Microsoft NSSA Web Portal (2012-2013) = 1693

- **Digital Library**
    - **MLIMS (Multilingual Library Information Management System)**

      Software for computerization of library which covers whole aspects and all areas of Library. It is a desktop application which fulfills all needs of any library. This application has been installed and successfully implemented in 40 departmental Libraries.

    - **OPAC (On Line Public Access Catalog)**

      OPAC provides Simple Search and Binary Search of books. Simple search means only one criteria, binary search means more than one criteria's with "AND" or "OR" option.

- **Networking**
    - **Networks**

      The University of the Punjab has the largest IT Network Infrastructure for serve the IT services in the best and latest possible ways. The University of the Punjab has the largest Fiber Optic Cables Local Area Network involving more than 42 KM single and multimode fiber optic cable as backbone with more than 7,000+ nodes and more than 15000 laptops, which provide intranet & internet facility between all existing departments offering E-services like Email/Internet facilities. Previously deployed 200 voip IP phones over both campuses are in operation, and capable of free calls within the Campuses and enabled receiving Calls from external network (Mobile, PTCL, and NTC etc).

      This year Internet bandwidth has been increased 450Mbps to 550Mbps in Quaid-e-Azam Campus 50Mbps in Allama Iqbal Campus and 6Mbps in Jhelum Campus for students, faculty and Researchers which is the highest bandwidth among any Public Sector University in Pakistan. Similarly in Allama Iqbal Campus, IT Centre has established a Server Room in College of Pharmacy and LAN Network through Fiber Optic Cables as backbone among different departments including PUCIT, CAD and College of Pharmacy and wireless point to point link between IT Centre to Hailey College of Banking & Finance and Oriental College.

    - **PERN-2**

      I.T Centre connected through PERN-2 Project in which all leading universities of Pakistan are connected at 1gigabit optical fiber and 10 gigabit Optical Fiber backbone. The University of the Punjab is the LA-PoP (Local Access Point of Presence) for the PERN-2 setup for other universities in Lahore. IT Centre using 550 Mbps bandwidth through PERN-2 Project in Qauid-e-Azam Campus and Allama Iqbal Campus.
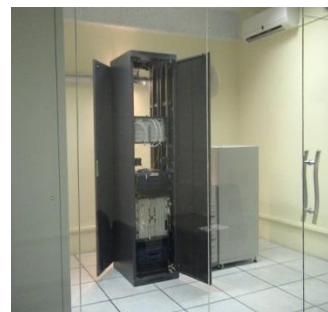
o **Data Centre/ Server Room**

University I.T Centre (Quaid-e-Azam Campus) is equipped with the latest network and supporting hardware that includes 2500/3600/3845 Series Cisco Routers, NE20 Router, Core switch, switch blade, high-end layer 3/2 manageable and unmanageable switches, Cisco Pix Firewall 525, IBM Power Series Server in Data Centre, proxy servers, Web Servers, FTP server and a DNS Server with the latest specifications round the clock with advanced level of UPS and power generator.

o **Wireless Network**

IT Center provided internet facility to the following departments by Wireless connectivity:

- Department of French in Quaid-i-Azam Campus.
- Hailey College of Banking & Finance
- Oriental College

o **Wi-Fi/Wireless Internet Facility in the Departments/Hostels**

- I.T. Centre installed Wi-Fi equipment in all Hostels (26 New Campus hostels and one old Campus hostel) for provide the Internet services to the students.
- Wi-Fi equipment installed in Department of Political Sciences.
- Wi-Fi connection at Punjab University Colony
- Wi-Fi equipment installed in Jhelum Campus.
- Wi-Fi equipment installed in Islamic center Hostel.
- Department of Sports and Physical Education

o **Nagios Monitoring Server**

Nagios Monitoring server has been deployed for continuous monitoring of network nodes including important device and systems. This system is very helpful for fault detection and its elimination. The support section continuously monitors device & systems through this and take prompt action to avoid down times. There are over 390+ nodes monitored through this monitoring serve which are regularly increasing as increase in infrastructure.

o **Enhancement in Server Room/Data Centre**

Following enhancements have been made in Server Room/Data Centre:-

- Aggregation of old network setup from NOC to Data Centre.
- Expansion in server room by removing adjacent room wall; hence enhancing capacity of room for future and current use.
- 3 new DELL Power Edge R-710 server machines have been added in server room to improve the performance of IT services. These servers are being used by Network team as proxy

server and web team as web server. By addition of these server machines, the service bottle neck has been streamlined at peak hours.

- 6 tons Air-Conditioning has been added in Server Room/ Data Centre to overcome the temperature of the room as some equipment has been shifted from NOC and more machines have been added.

- Temperature control device has been installed in Server Room/ Data Centre to check the temperature of the room to avoid any equipment burnt/ failure due to heat in the room. Further staff is deputed to check & report the room temperature after 1 hour.

  o **Fire Alarms/Extinguishers**

    Fire alarms &extinguishers have been installed in IT Centre Data Centre and Server Room to overcome any unavoidable circumstances. The alarm has been connected in security guard's room to respond quickly in case of any fire or smoke.

- **Achievements & Expansion in Year 2012-13**

  o **New Extension Wi-Fi/ Wireless solutions in 2012-13.**

    - 20+ more APs installed in all Hostels (New Campus hostels) for provide the better Internet services to the students.

    - Wi-Fi connection in PU Press

    - Wi-Fi connection in Department of Archeology.

    - Wi-Fi connection Department of Geography.

  o **New Extension in Optic Fiber LAN in 2012-13.**

    Following new extension in Fiber Optic Cable LAN has been completed in new buildings of various departments/Hostels:

    - Jhelum Campus (1.4K FOC LAN)

    - Seed Centre (0.5k)

  o **New Extension in UTP Cable LAN in 2012-13.**

    Following new extension in the UTP Cable network/computer Labs has been completed in the current year.

    - Seed Centre offices networking

    - Engineering Branch offices

    - Accounts Branch offices

    - Society of Education offices

    - Advisory Cell on Foreign Education

    - CMIR New Building

    - Salary Section offices

    - Botany Department Dr. Farah office networking

- ▪ Medical Dental College offices networking
- ▪ Zoology Department Dr. Qazi Ashraf lab networking
- ▪ School of Physical Sciences

o **Up-Gradation of Network Equipment in 2012-13.**

Following Up gradation of Network Equipment/Devices has been completed in the current year. Layer3 Core (Huawei S7700 Series) and distribution (Huawei S5700 Series) has been installed in the replacement of AT Core and Distribution switches which is capable of enabling more secure and smooth services. Following key features have been achieved by this replacement:

- ▪ The RIP will be replaced with Switched Routing (Inter-VLAN Routing) with better performance due to lower overheads. In this way we are going to use both Switching & Routing design benefits.
- ▪ All Virtual Local Area Network (VLANs) traffic will flow over trunk interface configured between core and distribution.
- ▪ Access Virtual Local Area Network (Access VLANs) and Switch Virtual Interface (SVI) will be configured at core and distribution switches for Routing Purpose.
- ▪ Security feature like ARP Attack, LAN Attack, etc… in will be deployed at both core and distribution switches. In addition access can be block and permit for inside IP subnets using ACL.
- ▪ Live IP can be assigned at core switch Ethernet interface for management and GRE tunnel translation.

- • **Video Conferencing**

Education is changing very rapidly, and keeping pace with the evolving technology of the day are teaching practices. As the world shrinks and becomes one big united village, Video Conferencing has made its way into the classroom, and has proved to have innumerable benefits

IT Centre established a Video Conferencing Hall in the premises of Centre for Under Graduate Studies. Students, Teachers and Management staff are now able to connect the national and international universities for video Conferencing. Videoconferencing provides students with the opportunity to learn by participating in two-way communication.

Some of the notable advantages of video conferencing are as follows:-

- o Improving productivity and efficiency.
- o Accelerating decision-making process.
- o Increasing access to information and experts.
- o Reducing travel time, stress and expenses.
- o Allowing more efficient allocation of resources.

Video Conferences held in year 2012-13

Sr. No.	Date	Description (Video Conference)	Facilitated Department	Destination
1	05-09-2012	Video Conference	ORIC	HEC
2	19-10-2012	Spurring Entrepreneurship	ORIC	Harvard School
3	07-11-2012	15th Meeting (PUSB)	VC Office	HEC
4	28-11-2012	TIE International Business Plan	ORIC	HEC
5	04-12-2012	Microsoft Office 365 Action	IT Centre	HEC
6	30-01-2013	Video Conference	VC Office	HEC
7	07-02-2013	Outcome Based Education	ORIC	HEC
8	01-04-2013	Education As A Marketplace	ORIC	HEC
9	09-04-2013	Resettlement and Rehabilitation	ISCS	World Bank
10	10-04-2013	2nd QEC Workshop	ORIC	HEC
11	23-05-2013	Strengthening Program Self-Assessment (Day-1)	ORIC	HEC
12	24-05-2013	Strengthening Program Self-Assessment (Day-2)	ORIC	HEC
13	31-05-2013	Video Conference	VC Office	HEC
14	05-07-2013	Video Conference	VC Office	HEC

- **Campus Management Solution**

    PeopleSoft Campus Management Solution is an ERP and is being used by world's leading universities and is in implementation phase in University of the Punjab.

    IT Centre CMS Section is providing support to the different departments of University of the Punjab across all campuses in terms of training and technical support. IT Centre has its own computer lab for the Campus Management Solution equipped with latest multimedia and computers. IT Centre is also managing the Data Centre of Campus Management Solution and providing 24/7 access to all departments.

    Using this ERP every department can easily manage the records of all the students in their departments. Also faculty members can easily manage their classes/ results using this ERP.

    The main modules of this ERP are:

    o   Recruiting & Admissions
    o   Student Records
    o   Gradebook
    o   Academic Advisement
    o   Student Financials & Administration
    o   Hostel Management Solution
   o   Self Service (Instructor & Students)

o **Trainings**

Training of all modules has been given to each & every department. The training videos are also available on Punjab University website for user's benefit.

o **Achievements in year 2012-13**

As far as the progress is concerned, Campus Management Solution is implemented in almost every department of University of the Punjab and the overall usage is 58% now.

o **Graphic View of CMS Usage**

CMS Yearly Usage
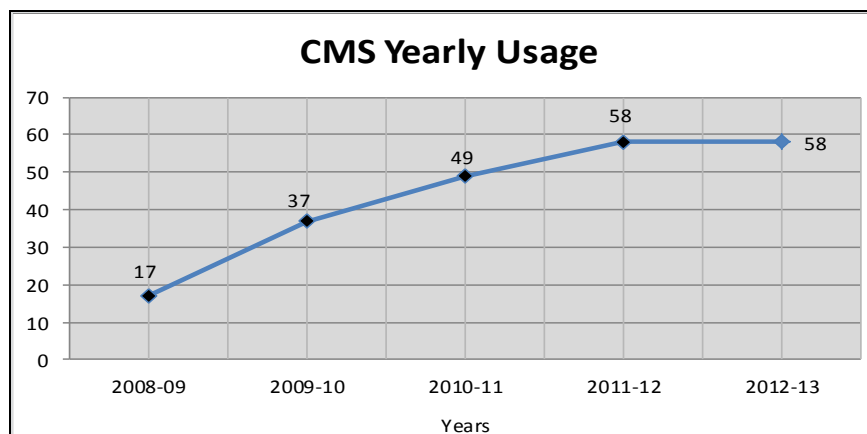
o **Queries Entertained**

Last year about 277 queries have been received on CMS helpline related to CMS usage on different modules and almost all of them have been resolved. To track the query from departments a CMS helpline system has been developed. Through this any department can see the status of its query online.

o **Detailed Data Sheet**

Month	Total Queries	Resolved	Solved on same Date	Solved on Next Date	Solved After 2 days	Pending
Oct 2012	31	31	8	4	19	0
Nov 2012	26	26	3	1	22	0
Dec 2012	18	18	5	0	13	0
Jan 2013	21	19	0	4	15	2
Feb 2013	28	26	8	4	14	2
Mar 2013	29	29	11	3	15	0
Apr 2013	19	18	4	6	8	1
May 2013	13	13	6	3	4	0
Jun 2013	12	11	5	3	3	1
Jul 2013	28	17	4	5	8	11
Aug 2013	8	7	3	3	1	1
Sep 2013	44	42	8	5	29	2
Total	**277**	**257**	**65**	**41**	**151**	**20**

o **Stage & Development Environment**

Other two environments of CMS i.e. Stage & Development are now available on request for users to practice. These environments are live and can be accessed from anywhere.

- **Web Portal**

The core function of the web section is to update Punjab University website (www.pu.edu.pk) and to design & develop the new portals/ websites for its departments. Web Section has been involved in all stages of the development of web sites - right from planning, design, quality control, launching to online promotion and monitoring.

o **Updating Website**

Web section entertained about more than 12,000 queries received from all the Academic and Administrative department of the university. This includes updating of Departments, Faculty Members, Academic Programs, Seminars, Merit lists, Entry test results, Conferences and Journals information from academic departments and jobs notices, Date-Sheets, Results, Tender Notices, Schedules and Press Release from administrative departments and many more.

o **P.U. Journals**

Almost 32 departmental journals websites are designed and developed by IT Centre web-section, some of them are with the frequency of Bi-annually, annually. Around 100 journals have been updated last year.

o **Information on Facebook and Twitter**

Press Release, Results, Tender, Notices and News are also posted on Facebook & Twitter domain.

- http://www.twitter.com/#!/pu_lhr_official
- http://www.facebook.com/UniversityOfThePunjab.Official

o **Different Departmental Web Portals**

The Web section is also providing the facility of developing and deploying any new web portals requested by any department. Some of the new designed & developed portals on Punjab University website by IT Centre are:

- **Alumni Portal**

University of the Punjab: Alumni Portal for University of the Punjab alumni has been designed and developed. A complete Content Management System for this has been developed to manage it easily. http://alumni.pu.edu.pk

- **Online Bank Challen Form Module**

Online bank challan form module has been developed on University of Punjab website for challan creation. http://pu.edu.pk/fee/challan

- **Institute of Social and Culture Studies**

Designed and developed a Web Portal with Admin Panel and with complete user Management & Module Management for institute of Social and Cultural Studies. http://ncrr.org.pk

- o **Achievements in year 2012-13**

  - ▪ **New Departmental Website**

    Some new departmental websites have been designed by I.T. Centre

    International Conference of Applied Psychology (ICAPP)

    http://www.pu.edu.pk/icapp2012/

  - ▪ **Online Unique URL**

    Online unique URL has been enabled for all University of the Punjab departments and staff, so they can use for their visiting cards and for online information sharing.

    Faculty Members

    Administrative Staff

    For all university Departments and sub-departments

    For different university campuses.

  - ▪ **Search Engine Optimization**

    The site has been updated with the latest techniques and technologies to achieve maximum results for indexing in Google. PU stood third in Alexa ranking.

    http://www.alexa.com/topsites/category/Top/Reference/Education/Colleges_and_Universities/Asia/Pakistan

  - ▪ **Books & Articles**

    Latest books and articles for the last three years have been updated with complete management system on their respective departmental web pages.

- • **Maintenances Activities**

  - o **Support Section**

    Support Section, IT Center Punjab University provides support and maintenance of all network communication infrastructure required to sustain the IT activities within University premises both Old and New Campus. Network infrastructure plays an increasingly central role in enabling the high levels of agility; one need to respond quickly to educational opportunities and challenges. Support Section performs activities of network troubleshooting, hardware and software installation, arrangements of I.T infrastructure during seminars, convocations and conferences in various departments. Complaint Management System is available to register the complaints of the Punjab University Staff for PC and network troubleshooting. PU Staff can register complains online and can see its status as well.

  - o **Achievements in year 2012-13**

    - ▪ Design and estimate different departments Local Area Network (LAN).
    - ▪ Complete the annual maintenance of fiber optic switches.
    - ▪ Maintenance of UPS's installed in different departments with IT switches.
    - ▪ Complete design and deployment of Wi-Fi (Extension) project for hostels.

- Complete design and deployment of Wi-Fi project for Sheikh Zayed Islamic hostel.
- Coordinate with network section during the implementation of VLAN.
- Coordinate with network section during the deployment of new IT core equipment.

Under the supervision of support section, following seminars and conferences were held successfully during (2012-2013)

- 3 day Annual Conference Applied Psychology
- International Conference Ideal Human and Ideal Society
- IER One day Annual Dinner Technology Education
- Applied Psychology Annual Dinner
- National UIP Seminar
- Healy College of Conference
- 14th all Pakistan Geographical conference
- 2 Day Conference Statistics Department
- Annual Book Fair 2013
- Annual Convocation 2012-13
- 5 Day Conference English Learning
- Annual BA/BSc Result Announcement Ceremony 2012-13
- British Council Conference Held in Law College
- Annual Dinner Girls Hostel No. 02
- Annual Dinner Girls Hostel No. 05
- Annual Dinner Girls Hostel No. 03
- Annual Diner IER Department

o **Total Number of Queries Entertained (Detailed Data Sheet)**

| Month	No. of Queries
October 2012	73
November 2012	55
December 2012	60
January 2013	112
February 2013	95
March 2013	80
April 2013	55
May 2013	90
June 2013	80
July 2013	112
August 2013	60
September 2013	90
TOTAL	**962**

o   **Graphical View**

Queries Completed
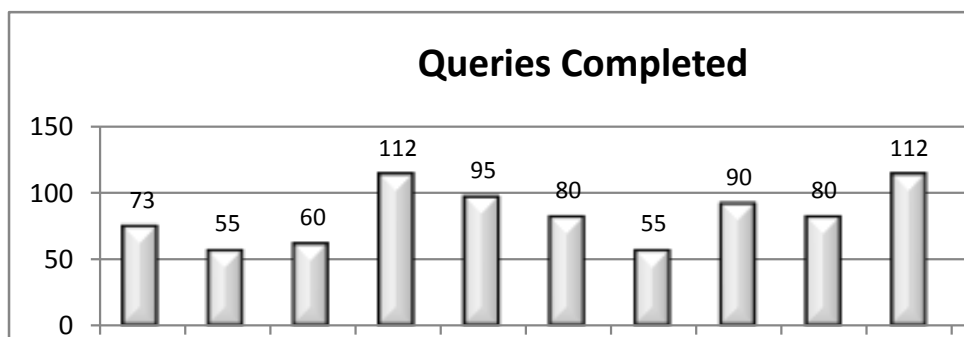
- **Hardware Lab**

   IT Centre established a Hardware Lab for Installation and Troubleshooting of Operating Systems Windows XP, Windows 7, windows 8, MSOffice 2003, MS office 2007, MS office 2010 Professional & MS server 2003, MS Server 20008 and repairing Hardware Equipment CPU Motherboard, Power supply, Monitors, LCD, Network Switches, Multimedia, Scanner, printers ,UPS ,Laptops. All departments in the University can refer their hardware for troubleshooting or repairs to the Hardware Lab. From computers and peripherals such as Monitors, CPUs, Multimedia, Scanner, Motherboard, Printers and CD-drives to other networking equipment like Media Converters, Switches and UPSs, the Hardware Section specializes in repairing like troubleshooting service for all kinds of computer hardware related problems, including power supply, motherboard, graphics card and hard drive faults. Also have the facilities to recover data from corrupted OS and damaged disks. Offer an assembly and upgrading service to Staff Members who would like to increase the specification of their PC. Offer advice on hardware related issues, such as general hardware configuration.

   - Microsoft NSSA Portal Licenses distributed detail of Faculty, staff & students
   - Month –wise Call Analysis

o   **Achievements in the year 2012-13**

   Total Number of Queries Entertained (Graphic View Analysis)

Graphic View
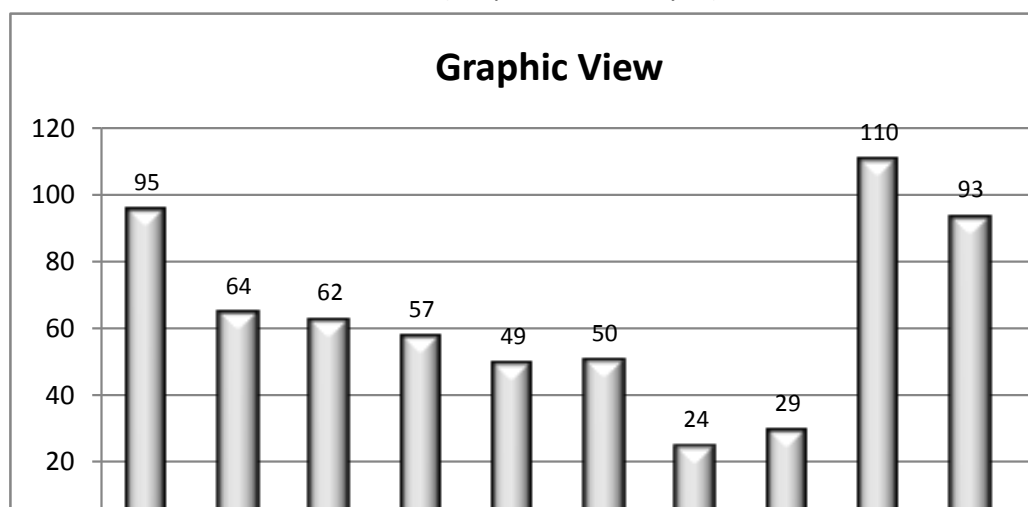
Detailed Data Sheet:

Sr. No.	Month	Attend Calls /Month
01	October ,2012	95
02	November , 2012	64
03	December, 2012	62
04	January ,2013	57
05	February, 2013	49
06	March , 2013	50
07	April,2013	24
08	May,2013	29
09	June,2013	110
10	July,2013	93
11	August,2013	55
12	September,2013	94
	Total	**782**

LEGAL CELL

Annual Report regarding the Punjab University cases which are under trial before various courts of Law.

	Filed	Decided	Pending
Civil Courts	18	02	16
Session Courts (Appeals)	02	--	02
High Court (Writ Petitions)	112	44	68
High Court (Intra Court Appeal)	03	--	03
Supreme Court (CPLA)	10	--	10
Punjab Service Tribunal (Appeals)	Nil	--	--

P.U. MODEL HIGH SCHOOL FOR GIRLS

The Punjab University Model High School was established in 1991. The basic purpose of its establishment was to educate the children of employees especially residing in PU Residential Colony, New Campus, upgraded to high level in 2002. to ensure quality education, competent faculty was employed. Since then several substantial strategies were initiated to improve faculty power and quality education.

- **Academic Activities**

Children are builders of a nation. They design the fate of nation. So they are valuable assets. PU Model High School is determined to educate the builders professionally and morally by quality education in cooperative, healthy atmosphere. Decorated classes equipped with comfortable furniture, well equipped Laboratory, Computer Lab., Library and learner centered teaching all contribute to the quality of education in the school.

A distinct feature of this school is its committed faculty comprising over 21 teachers. Resultantly the school is showing cent percent results. During the year 2012-2013 the results of board classes were:

Class	Pass Percentage
10th Class	100%
8th Class	100%
5th Class	100%

Students from different departments of Punjab University frequently visit to the school for their research work. From IER students regularly come to the school for Workshops.

To regularize the daily class work and home work, daily Dairy Record is maintained.

- **Co-curricular Activities**
  - **Celebration of Quaid and Iqbal Day**

    Speech Contest was held, National Songs were sung, and Quiz programs were held to celebrate the days with zeal and zest. Students actively participated and the best were awarded.

  - **Celebration of Eid Milad-un-Nabi**

    The day was celebrated with religious devotion. The school was decorated with colorful bounties bearing religious verses. Students enthusiastically decorated the classes and corridors with assistance o their class teachers to compete the Well Decoration Competition amongst classes. At the desire of Vice-Chancellor a report was submitted to his good office regarding the program.

  - **Farewell Parties**

    During academic session 2012-2013 Farewell Parties were held by 9th and 4th classes to farewell the students of class 10th and 5th respectively.

  - **Eid Millan Party**

    To develop social skills, sharing and enjoy pleasure with their classmates, each year Eid Millan Party is arranged after Eid-ul- Fitar. During the year students enthusiastically celebrated the party. They enjoy gathering in colorful dresses.

- **Summer Camp**

  As per previous practice this year Summer Camp was also held to achieve the determined objectives. Students of terminal classes i.e 10th, 9th, 8th and 5th were provided free coaching to give continue flow to their education.

- **Parents Teacher Meetings**

  Parents teacher meetings are impertinent to achieve better results regarding child's education, character building, to resolve behavioral problems. Such meetings are a better source of parents counseling in respect of previous performance of their child. They are held on monthly basis. Moreover individual meetings are occasionally arranged on parents or teacher's request as needed.

- **Faculty Development**

  During the year new appointments were made in July, against vacant posts.

  o   Physics

  o   Computer

  o   PTI (Physical Training Instructor)

- **Access**

  o   At present total number of students is 756

  During the reviewed year 2012-2013 enrolled students were:

  o   Total No. of boys admitted   78

  o   Total No. of girls admitted   98

- **Students Counseling & Career Guidance**

  Students counseling is very important for better future of students. Students are encouraged to choose subjects keeping in view their aptitude. As teacher is the best observer of students' aptitude he/she can provide better guidance to students. In this regard parents are also guided regarding the aptitude and competency of their child. This helps the students to carry on their studies on the right track that ultimately lead to the bright future.

- **Strengthening Physical Infrastructure**

  During the reviewed year, the following purchase were made for:-

  o   Practical Laboratory

  The school is well equipped to facilitate the students to prepare their practical. The school administration is determined to keep the lab up-to-date as per requirements. During the review year Machinery & Lab. Equipments were purchased amounting to Rs. 50000/-

  o   Library

  Books were purchased amounting to Rs. 100,000/-

  o   Sports

  Sports material was purchased amounting to Rs. 40,000/-

  o   For stationary and printing material the amount spent was Rs. 50000/-

  o   To repair furniture and maintenance of equipments the spent amount was Rs. 50000/-

- **Sports Activities**

  During the reviewed year sports teacher has been appointed. She is regularly taking sports classes. Students of all classes are regularly being engaged in sports activities to strengthen their body structure and to keep their mind healthy. The primary classes are being trained the basics of sports. The high classes are taking active part in Badminton, Volley Ball and Race. Soon they will achieve perfection to compete different levels.

- **Health Centre/Medical Facilities**

To keep the students healthy and strong, free medical facility has been provided to the students by the University of the Punjab. For the purpose doctor from P U Health Centre pay a weekly visit to school and examine about 20 to 25 students per week. Students' Medical Record is maintained by the Class Teacher.

PROJECT DIRECTOR

The data regarding Annual Report of on-going/completed development project at Quaid-e-Azam Campus is as under:-

Development Engineer:

Sr. No.	Description	% Completion
1.	Boring + repairing of turbine of one cusec tubewell & Const. of chamber size 12'x18' with attached both at QAC	100% completed and handed over
2.	Construction of Two Rooms + Two attach bath and 4 Toilets for Employees in M.T. Park at QAC	100% completed and handed over
3.	P/L Granitoo Tiles in Class Rooms at IAS Building at QAC	100% completed and handed over
4.	Construction of Car Parking for newly constructed building of Centre for Clinical Psychology at QAC	100% completed and handed over
5.	Construction of ORIC 1st Floor of Chemical Engineering at QAC	80% completed
6.	Construction of 1st Floor CEES at QAC	70% completed
7.	External Electrical service for One Window Operation Admin. Block at QAC	98% completed (the building is at handing/taking over stage and will be inaugurated shortly by honorable Vice-Chancellor
8.	Construction of balance work of Engineering Branch at QAC	78% completed
9.	Construction of 1st floor and balance work of Undergraduate Block of English Department at QAC	70% completed
10.	Construction of Protein Chemistry Lab at SBS and Const. of Centralized Lab at QAC	5% completed (RCC in foundation is in progress)
11.	Construction of two bed two block for Residence at QAC	15% completed (DPC works is in progress)
12.	Construction of Block Three & Four of J-Type Residences at QAC	8% completed (RCC is foundation is in progress)
13.	Construction of Department of Sports Science & Physical Education at QAC	40% completed (Room slab poured)
14.	Construction of Green and Animal House of CEES at QAC	65% completed (Super structure work in progress)

University Engineer:

Sr. No.	Description	% Completion
1.	Construction of Bock One and Two of J-Type Residences at QAC	100% completed
2.	Construction of Second Floor of GIS Building at QAC	60% completed
3.	Construction of I.T. Centre Building at QAC	70% completed
4.	Construction of College of Statistical & Actuarial sciences at QAC	85% completed

PUNJAB UNIVERSITY EMPLOYEES HOUSING SCEHEME

Following major activities carried out in the Punjab University Employees Housing Scheme during the period 1st October 2012 to 30th September 2013:-

o Technical approval for external electrification of Town-1 and Town-2 from LESCO.

o Floating of tenders for external electrification of both the Towns.

o Award of contract and placing the orders to various companies for supply of material for external electrification of Town-1 and Town-2.

o Award of contract for external electrification of Town-1 and Town-2.

o Construction of 15-20 houses by the members and taking up residence by 7 members in Town-1.

o Provision of temporary electric connection to the members who have taken up residence in Town-1.

o More plantation in Town-1 and overall improvement in the area.

PUNJAB UNIVERSITY LIBRARY

- **Research & Development – An Overview**

  o Punjab University Library is the largest library of Pakistan having rich rare material and special collections. A large number of services based on ICT's are being provided to library users. During the above cited period, 10653 new titles including manuscripts were added, 16403 new members get registered, nearly 2, 41,993 library visitors visited the library and almost 43,665 books were issued. IRC section checked and issued the 773 plagiarism certificates of M.Phil. & Ph.D. theses of various disciplines and 2995 online journal articles sent to the PU faculty members. A monthly newspaper index has continuously being published for last 10 years successfully from Serials section, while in this period 420 copies have been published and distributed. Serials section subscribed 56 Foreign and 10 Local Journals, while a total of 18 daily newspapers are being received. 15 PU publications/journals were received in the section. 55 new iron almirahs were added to manage new books. During the period approximately 47,682 scans have been made at Preservation and Conservation section of the library while 112 Manuscripts have been digitized at Oriental section.

- o Additions in the personal collections of Prof. Dr. Mumtaz Ali Anwar and Sahibzada Mian Jamil Ahmad Sharaqpuri in Oriental Section.

- **Projects (Continued & Completed)**
  - o Installation of RF security chips on the books at UN and Serials section
  - o Data Entry of UN and Serials section
  - o Digitization of Newspapers Archive right from 1954 to date.
  - o Extension in library building.
  - o Development of Audio Visual Unit with book reading facility for blinds.
  - o It is planned to receive digital copies of some pre-partition newspapers available at National Library of Pakistan.
  - o Up-gradation in library building (interior exterior decoration)
  - o Provision of more shelves for rapidly increasing collection.
  - o Collection development of books and subscription of more scholarly journals.
  - o Switching from MLIMS to any other standard MARC based multilingual library software

- **Publications**
  - o Newspaper Index: a monthly publication of newspaper articles. Publisher: Punjab University Library.
  - o Zakheera Kutb Sahibzada Mian Jamil Ahmad Sharqpuri Naqashbandi Mujaddadi Makhzoona Punjab university Library, Lahore (Nadir o Kamyab Kutab ka Tuaarif) compilted by Syed Jamil Ahmad Rizvi. Lahore: Punjab University Library, 2012.
  - o Hazrat Mian Sher Muhammad Sharaqpuri Naqashbandi Mujaddadi: Tozehi Kitabiat Wa Wazahti Isharia "Noor e Islam" Compiled by Syed Jamil Ahmed Rizvi. Lahore: Punjab University Library, 2013.

- **Participation in Seminars/Conferences/Workshops/Symposia/Exhibition etc.**
  - o Mr. Kashif Khurshid, Senior Librarian attended two days conference entitled "Future of Libraries in the Internet age" at Pakistan Institute of Nuclear Science & Technology (PINSTECH), Nilore, Islamabad from 05-06 June, 2013.

- **Seminars/Conferences/Refreshers Courses/Organized Exhibition:**
  - o Two Days Training Workshop on "Marketing Library Products and Services Today" organized by Pakistan Librarians Welfare Organization and PU Library on 26-27 September, 2013
  - o Workshop of LIS students, AIOU from August 27 to September 17, 2013
  - o A visit of Delegation from Spain and Chili on July 4, 2013
  - o Farewell Party at the retirement of Ms. Samina Qureshi, Deputy Chief Librarian on July 4, 2013
  - o Visit of Delegations from Bangladesh and Germany on June 17, 2013

- One Day Training Workshop on "Use of EndNote in Research" organized by Pakistan Librarians Welfare Organization and PU Library on May 4, 2013
- Inauguration of Preservation & Conservation Section and Faculty Reading Room as part of the International World Book and Copyright Day Celebrations on April 23, 2013.
- Distribution of 10 Book Lover Awards to PU students as part of the International World Book and Copyright Day Celebrations on April 23, 2013
- Workshop of LIS students, AIOU on March 13, 2013
- Visit of respected Ambassador of Malaysia on February 2, 2013
- A special lecture on Seerat Un Nabi delievered by Hafiz Muhammad Saleem on 24 January, 2013
- Visit of John Hickok, Faculty Instructor, Executive Member of American Library Association and International Outreach Librarian on 10 January, 2013
- Visit of Topper Students in F.A/F.Sc examinations on December 25, 2012
- Visit of Ms. Christine Ennew, Pro Vice Chancellor, University of Notingham, UK on December 5, 2012
- Various Dars-e-Quran lectures were delivered in the library auditorium.

- **Student Activities**
  - Orientation program is organized annually for newly admitted PU students at the start of every academic year
  - 288 hours' Internship Program was organized for the students of Department of Library and Information Sciences, Allama Iqbal Open University, Islamabad from July 8 to September 6, 2013
  - 288 hours' Internship Program was organized for the students of Department of Library and Information Science, University of the Punjab, Lahore from from July 8 to September 6, 2013

- **Faculty Development**
  - Dr. Muhammad Haroon Usmani, Deputy chief Librarian has been awarded Ph.D Degree in Urdu from GC University Faisalabad in May 2013
  - Up gradation and Approval of new service structure for librarians by the Syndicate, University of the Punjab on May 4, 2013

- **Strengthening Physical Infrastructure**
  - Upgraded security camera system has been replaced by the old security cameras
  - Induction of Seagate BlackArmor NAS 400 Network Storage Server in Preservation and Conservation Section with 18 TB Storage Capacity to preserve digital contents.
  - Induction of Image Runner 2520 Photocopy machine in Preservation and Conservation Section for reproduction of rare material.
  - Installation of new shared drive to users.
  - Reconfiguration of the Network Servers (DHCP, DNS, Routing, NAT and Proxy Server)

o Troubleshoot, update and install laptop and library computer machines on daily basis.

o Beautification of front entrance has been carried out. Two new huge wooden gates has been provided at the entrance and marble work has been done at the entrance.

o Flower beds has been built along both sides of the front road of library with beautiful lamp polls.

- **New Library Website**

o Library new website with advanced features has been launched on 22nd April, 2013

- **Digital Library**

o Preservation and Conservation Section is maintaining a database of Digital Library containing almost 24,550 e-books, articles and software and the collection is expanding day by day. The database can be accessed within the Library's LAN from any computer and full text books, software and audio visuals can be downloaded.

o Internet Lab is providing Internet access free of cost. Its membership has been exceeded by 2300 users who enjoyed free internet services and got 30100 printouts of their research contents.

o To provide the wireless internet facility in the reading areas of the library, the Wi-Fi technology has been provided by the unit and nearly 37,500 users were connected to internet by this technology. Users can connect to internet via Wi-Fi without any password or IP authentication.

- **Web Portal**

o Library website www.pulibrary.edu.pk is serving a huge number of users all over the world. This link helps users to access e-books and e-journals provided by HEC in a great number. The researchers can also access PU Union Catalogue facility from one button. App. 2, 33,186 pages viewed by 62,823 unique visitors in the cited period.

REGISTRATION BRANCH

The Registration Branch is an important department of the Registrar's Office in the Punjab University. The Registration Branch is backbone for generating revenue through its vital role. This branch is carrying out a lot of jobs successfully. Out of which the majors are given below:

o To issue admission schedules for admission in all disciplines to affiliated colleges.

o To receive the registration returns from affiliated colleges and to issue the registration cards.

o To enroll the students of B.Com., LL.B. and other disciplines.

o To register the students giving overseas examination.

o To issue No Objection Certificates.

o To issue Migration Certificates from college to college.

o To process the cases of age relaxation.

o To process the cases of Change in Name.

o To process the cases of Session Gap.

o   To hold the University Convocation.

o   To hold the Elections of members on various bodies.

o   To attest the educational documents for study abroad.

o   To process the cases of foreign verification.

o   To issue the letter for medium of instructions.

o   To clear the queries of examinations department.

o   Coordination with other Sections, such as Affiliation, Examinations and Accounts Branch etc.

o   To perform all the duties assigned by the University authorities from time to time.

- **To Issue Admission Schedules**

  The Registration Branch is liable to issue the admission schedule to all the affiliated colleges for admission in various disciplines after declaration of results during the period from 1st October, 2012 to 30th September, 2013. This branch issued the admission schedule in August/September, 2012 to 602 affiliated colleges for admission in B.A./B.Sc., B.Com., B.Ed., B.C.S., M.A/ M.Sc., LL.B., M.Ed. and MIT etc.

- **To Receive Registration Returns**

  The Registration Branch received the registration returns from various affiliated colleges. These returns were processed/evaluated and examined by the concerned staff and was referred to the Computer Section to issue Registration Cards. During the period mentioned above more than 2000 registration returns were received.

- **To Enroll the Students**

  This branch enrolled the already registered students of LL.B., B.Ed., M.A./M.Sc., M.I.T. and other disciplines by issuing the enrollment lists to affiliated colleges. It is a best toll to check the intake. During the session more than four thousand students were enrolled in 58 Post Graduate, 31 Law, 12 IT and 4 Education Colleges. The registration branch has registered the Overseas Pakistani students taking examination abroad. These students are available in the kingdom of Saudi Arabia, U.A.E. and Belgium. During the year 171 students were registered.

- **To issue No Objection Certificates**

  Besides the Registration, Enrollment of the students, the major job of this branch to issue No Objection Certificate to whom the students who have passed the examinations from University of the Punjab. During the period this branch issued 265 No Objection Certificates.

- **To issue Migration Certificates**

  Some students due to their domestic problem discontinued their studies and required to get their Migration Certificates for other Universities to continue their studies there. This branch issued such certificates to them. During the period mentioned above this branch issued 23729 migration certificates for other Universities.

- **To Issue College to College Migration Certificates**

Registration Branch issued 143 College to College migration certificates.

- **To process the cases of age relaxation.**

The Registration Branch is extending its useful services to the students who became over age for their admissions. This branch issued the age relaxation letters to all such students. During the year 2012-2013 this branch issued 137 age relaxation letters.

- **To process the cases of Change in Name**

This branch also deals with the 'change of name' cases. The people getting the degree from court of law apply to change their name. After processing the cases more than 249 letters of change in name were issued, during the year 2012-2013.

- **To process the cases of Session Gap**

Two years session gap is allowed to the candidates seeking regular admission. This branch issues the age relaxation letter to such students. During the year under discussion, this branch issued more than 617 letters.

- **To hold the University Convocation**

The major event of the Punjab University is the Convocation. This branch has a very important role to hold the Convocation. The 121st Convocation of the Punjab University was held on 29th December 2012. The Registration Branch performed all the duties to hold this convocation successfully.

- **To attest the educational documents**

The most important job being performed by the Branch is to attest educational documents. The candidates, who apply for admission to study abroad, are required to get their educational documents attested/verified. This branch dealt more than 1249 cases during the year 2012-2013.

- **To process the cases of foreign verification**

There is a Credential Verification Cell in the branch. Cases are received from International Universities and Educational Institutions daily. This branch is dealing with such cases carefully. Registration Branch expedited 198 cases of verification during the year 2012-2013.

- **To issue the medium of instruction letter**

In this modern world the Educational Institutions and Universities abroad are required proficiency/ medium of instructions letter. The Registration Branch is issuing this letter. During the period under discussion this branch issued this letter to 214 students.

- **To clear the queries**

The date of the candidates is considered by this branch by registration Branch forever. Sometime this differs with record and sometime this is not matched with manual record. On the other hand examination department also require clarification on various issues. This branch settled these issues and clears the quires.

- **Coordination with other section**

  The University has trice for a good connection and good performance. This branch coordinates with Examinations and Affiliation Branch.

- **To Register the Students Giving Overseas Examination**

  Punjab University Registration Branch also registered the overseas students taking examinations in various countries like K.S.A., Dubai etc. During the year this branch registered more than 176 overseas students for this purpose.

- **To perform all the duties assigned by the Punjab University Authority**

  This branch remains ready to perform all the general duties assigned by the University Authority. The Registration Branch is liable to process the registration / enrollment of the students in all disciplines. The Branch has registered and issued computerized Registration Cards to the students who got admission in the University Teaching Department, Constituent Colleges or affiliated colleges in various disciplines during the year 2012-2013. This Branch registered the private candidates who appeared in B.A./B.Sc., B.Com., M.A/M.Sc. and B.Ed. examination.

  602 affiliated colleges were dealt by the Registration Branch by issuing the registration card and enrollment for different disciplines.

  The detail of registration is as under:-

- **College/Enrolment Registration**

Degree	Exam	Total Registrar		
		Male	**Female**	**Total**
B-ARCH	BARCH	1	0	1
B.COM	B.COM-I	19423	11458	30881
	B.COM-II	0	1	1
B.COM(HON)	B.COM(HON)	397	300	697
BA	BA	5240	24926	30166
BALLB	BALLB	43	19	62
BBA-BFH	BBA-BFH	50	27	77
BBA-H	BBA-H-I	109	106	215
	BBAH-I	143	83	226
BBA-IRH	BBA-IRH	39	32	71
BBIT	BBIT-I	130	113	243
BCS	BCS	7	15	22
BEd	BED	5	26	31
BFA-G	BFA-G-I	0	1	1
BS-CS	BS-CS-I	436	119	555
BS-HON4	BSHON4	1165	1191	2356
BS-HPE	BS-HPE-I	29	9	38
BS-ISL	BSISL	66	61	127

Degree	Exam	Total Registrar		
		Male	**Female**	**Total**
BS-IT	BSIT	213	115	328
BS-SE	BSSE	170	55	225
BS-STS	BSSTS	17	38	55
BSC	BSC	4611	8714	13325
BSC-APG	APG-I	59	2	61
BSC-CE	BSC-CE-I	36	0	36
BSC-EENG	BSC-EENG-I	53	11	64
BSC-ENGG	ENGG-I	142	14	156
BSC-HONS	BSCHONS-I	40	199	239
BSC-IEM	BSCIEM	40	5	45
BSC-MME	MME-I	90	9	99
BSEd	BSED	18	61	79
BSH-BOT	BSH-BOT	5	23	28
BSH-MS	BSH	51	87	138
BSH-MTH	BSH-MTH	4	28	32
BSHON-HECO	BSHECO2-2N	0	2	2
	BS-HECO1-1	0	521	521
BSHON-HECO	BSHECO2-1N	0	4	4
DCG	DCG	6	0	6
DCH	DCH	1	0	1
DELT	DELT	1	1	2
DGD	DGD	8	20	28
DGR	DGR	2	0	2
DIAR	DIAR-I	17	7	24
DIC	DIC	5	2	7
DIG	DIG	11	1	12
DIH	DIH	3	0	3
DIIL	DIIL	0	2	2
DIP	DIP	1	0	1
DIPE	DIPE	1	1	2
DIR	DIR	2	0	2
DIT	DIT	1	0	1
DJP	DJP	1	0	1
DMRD	DMRD-I	1	3	4
DMRT	DMRT-I	2	2	4
DPE	DPE	95	61	156
DPH	DPH	1	1	2
DSC	DSC	1	1	2
DSP	DSP	4	0	4
DTCD	DTCD	1	0	1

Degree	Exam	Total Registrar		
		Male	**Female**	**Total**
DTD	DTD	0	4	4
DTP	DTP	3	1	4
LL.B	LL2	0	0	0
	LL3	1	0	1
	LL1	923	139	1062
M.COM	M.COM-1	1	0	1
MA-AR	AR-I	0	4	4
MA-ARC	ARC-I-40	5	3	8
MA-DSS	MDS-I	5	0	5
MA-DST	MADST	5	10	15
MA-ECO	ECO-I	9	29	38
MA-EDU-GEN	MA-EDU-G-1	2	8	10
MA-ENG	ENG-I	18	53	71
MA-FAR	FAR-I	0	0	0
MA-HA	MA-HA	5	3	8
MA-HRM	MAHRM-I	10	7	17
MA-HST	HST-I	6	6	12
MA-INR	INR-I	5	2	7
MA-ISL	ISL-I	7	43	50
MA-KSH	KSH-I	3	2	5
MA-LIB	LIB-I	3	4	7
MA-MAS	MAS-I	3	2	5
MA-PAK	MA-PAK	3	0	3
MA-PB	PB-I	2	2	4
MA-PED	PED-I	33	30	63
MA-PER	PER-I	2	1	3
MA-PHL	PHL-I	1	1	2
MA-PSC	PSC-I	9	4	13
MA-SEC	MASEC-I	1	1	2
MA-SED	MSE-I	6	3	9
MA-SOC	SOC-I	18	12	30
MA-UR	UR-I	18	30	48
MA-WST	WST-I	0	0	0
MBA	MBA-I	53	26	79
MBA-BF	MBA-BF	17	8	25
MBA-IR	MBA-IR	7	5	12
MBBS	MBBS-I	54	331	385
MBECO	MBECO-I	2	1	3
MCOM	MCOM-I	10	3	13
MD	MD	2	0	2

Degree	Exam	Total Registrar		
		Male	**Female**	**Total**
MED-SEC	MEDSEC-I	0	2	2
MED-VI	MED-VI	0	2	2
MEd	MED	9	4	13
MOM	MOM-I	2	0	2
MPHIL	M.PHIL	43	43	86
MPS	MPS	9	2	11
MS	MS	5	0	5
MS-ATH	MSATH	2	7	9
MS-BOT	MSBOT	0	3	3
MS-CST	MSCST	13	1	14
MS-IEM	MSIEM	11	2	13
MS-MMG	MSMMG	1	1	2
MS-NAN	MSNAN	1	1	2
MS-TQM	MSTQM-I	16	9	25
MSC-APP	APP-I	0	9	9
MSC-AS	AS-I	8	1	9
MSC-BCH	MSCBCH-I	1	6	7
MSC-BOT	BOT-I	0	17	17
MSC-BSM	MSCBSM	3	2	5
MSC-BSTAT	MSC-BST-I	1	1	2
MSC-CHM	CHM-I	8	59	67
MSC-COAL	MCL-I	1	0	1
MSC-ECO	MSC-ECO	6	18	24
MSC-GEO	GEO-I	8	8	16
MSC-GIS	MSC-GIS	14	2	16
MSC-GST	GST-I-40	2	8	10
MSC-HEP	HEP-I	1	2	3
MSC-IOM	MSC-IOM-I	5	3	8
MSC-IT	MSC-IT-I	16	19	35
MSC-MCW	MCW	6	0	6
MSC-MMG	MMG-I	0	1	1
MSC-MTH	MTH-I	32	66	98
MSC-PED	PED	15	8	23
MSC-PHY	PHY-I	21	15	36
MSC-PSY	PSY-I	0	8	8
MSC-QPM	MSCQPM	1	1	2
MSC-SSC	SSC-I	4	3	7
MSC-STS	STS-I	10	4	14
MSC-SWK	SWK-I-N-4C	17	3	20
MSC-ZOL	ZOL-I	1	29	30

Degree	Exam	Total Registrar		
		Male	**Female**	**Total**
PGD-AE	PGD-AE	8	5	13
PGD-IA	IA	2	1	3
PGD-QMT	PGD-I	1	0	1
PHARM-D	PHARMD-I	30	67	97
	PHARM-D	61	205	266
PHD	PH.D	9	5	14
	TOTAL	**34653**	**49908**	**84561**

o **Private Registration**

Degree	Exam	Total Registrar		
		Male	**Female**	**Total**
B.COM	B.COM-I	6000	5077	11077
BA	BA	14448	27582	42030
BEd	BED	91	240	331
BSC	BSC	271	2039	2310
MA-AR	AR-I	18	37	55
MA-ECO	ECO-I	119	178	297
MA-ENG	ENG-I	102	317	419
MA-FRN	FRN-I	1	0	1
MA-HST	HST-I	259	556	815
MA-ISL	ISL-I	273	1267	1540
MA-PB	PB-I	6	2	8
MA-PER	PER-I	1	3	4
MA-PHL	PHL-I	6	1	7
MA-PSC	PSC-I	242	240	482
MA-UR	UR-I	261	1563	1824
MSC-MTH	MTH-I	24	15	39
	TOTAL	**22122**	**39117**	**61239**

RESIDENT OFFICER-I

In order to improve the security arrangements 09 CCTV were installed and the process of for installation of seven more CCTV at prominent places of Punjab University is under progress.

The Security Guards were deputed as per requirements at various occasions when honourable guests/dignitaries visited the Punjab University. Security guards also perform the duties round the clock in three shifts. A security squad consisting of 15 security personnels fully equipped with weapons is arranged for swift discharge of security duties. Due to their enhanced performance residents of the colony feel more secure and serene in the Campus. A special Security squad consisting of 20 special security guards is also arranged and a van has also been provided to the said squad in order to meet any emergency.

Maj. (Rtd.) Imtiaz Ahmad Butt appointed as new Chief Security Officer, Punjab University. In order to upgrade the security system of Punjab University, a new mini Hino Truck has also been purchase for Security Wing.

Necessary arrangements were made to establish admission stall at various departments of Punjab University with the help of Stall Committee of Punjab University.

Houses are being allotted to the teaching and Non-teaching staff in the Residential Colony regularly. Requisition of the House is also being done for the teaching staff and employees which fulfills the proper requirement of the University.

Suits are being allotted to the teachers in the Faisal Hall Hostel No. 10 who are eligible for the allotment.

Rooms are also being allotted to Bachelor Male Teachers at BMT Hostel, Punjab University.

12 new teacher's flats (spacious accommodation) have been constructed in the Residential Colony of Punjab University. These houses have been circulated among the eligible teachers for allotment.

12 new I-type flats have also been constructed near Shah Di Khoi, Punjab University. These flats have also been circulated among the eligible employees for allotment.

When the Resident Officer-I assumed the charge of the office of R.O-I, most of the shopkeepers were not depositing the rent for the last few years. The Resident Officer-I after taking over the charge of RO-I took stern action against the defaulters and directed the Rate & Rent Collector to collect the rent from the defaulters with immediate effect.

After hectic efforts, the Rate & Rent Collector enhanced the collection of rent as per detail below:-

- o **Recovery before the tenure of Mr. Javed Sami, Resident   Officer-I**
  - ▪ 2008-09   Rs. 19,15,300/-
  - ▪ 2009-10   Rs. 21,72,972/-
- o **Recovery after taking over the charge of R.O-I by Mr. Javed Sami**
  - ▪ 2010-11   Rs. 42,78,520/-
  - ▪ 2011-12   Rs. 45,01,224
  - ▪ 2012-13   Rs.70,00,000/-(Expected Recovery)

The Rate and Rent Collector has updated all the record of Shops/Khokhas and Cafeteria and the shops are being allotted on open competition basis.

The R.O-I office was assigned the task of distribution of Laptops to the concerned departments of Punjab University. The R.O-I office received the laptops from HED and distributed to the concerned departments of Punjab University in four phases (first phase on 23/3/2012 (13606 laptops), Second Phase on 14/6/2012 (2286 laptops), third Phase on 13/11/2012 (4954 laptops) and fourth phase on 7/1/2013 (10212 laptops).

After hectic efforts, the R.O-I office succeeded to distribute the aforesaid laptops to the concerned departments of Punjab University under the supervision of Resident Officer-I. After collection of

undelivered laptops and undertakings from these departments, the same are delivered to the Director (Colleges), Hall Road, Lahore.

The booking of suites and barracks are being made to the teachers, students and employees of Punjab University as per their entitlement. Moreover, booking are also extended in off season outside university in order to generate maximum revenue for Punjab University.

TRANSPORT WING

During 2012-13 vast improvement can be seen in which expenditure is remained within the budgetary limit whereas Revenue of Transport Wing increased.

- **Repair & Maintenance of Vehicle**

During the year 2012-2013 Transport Wing has performed following activities in repair and maintenance of buses.

- o **Major Repair**   **No. of Buses**
  - ▪ Engine overhauling   06
  - ▪ Complete body repair & painting   05
- o **Minor Repair**
  - ▪ Leave spring repair   150
  - ▪ Gear box repair   42
  - ▪ Clutch repair   50
  - ▪ Radiator repair   28
  - ▪ Injunction pump and atomizer   34
  - ▪ Seat poshish and bus body repair   15
- o **Increase of Store Item:**

  It is very important to mention here that availability of sufficient store item minimize the overhead expenditure and improve the efficiency. Keeping in view Transport Wing purchased maximum spare parts item for Store Stock. Due to available of rich store, all the vehicles are found in working condition and ever ready for duty.

Store items	Quantity
Spare Parts	560 items
Mobil Oil	35 drum
Tyres	130 sets
Batteries	24 Nos.

- **Consumption of Diesel**

During 2012-13 expenditure of P.O.L. is increased due to following reasons:

- o 5 side routs were increased/extended.
- o Provision of Bus Shuttle service from 7:30 a.m. to 8:30 p.m. in the University premises.
- o During Oct-2012 to Sep-2013 diesel rate was increased from Rs. 114.30 to Rs.117.40 per liter.
- o As per average of vehicle diesel is saved 24,815 Ltr i.e. amount of Rs. 28,66,132/-.

- **Revenue Receipt of Transport Wing**

  Comparatively Transport Wing has increased revenue as follows:-

	2011-12	**2012-13**
Bus Passes	48,742,230	66,738,613
Bus Booking & Tickets	7,985,586	8,007,085
Total	56,727,816	7,745,698
Difference	**18,017,882**	

  As per above statement significant increase i.e. Rs.18.07 (M) is showing change in attitude of staff of Transport Wing.

- **Re-appropriation:**

  Resident Officer-I has well control over expenditure of Transport Wing so that saving in different head of accounts could be made and re-appropriated for other objects without demanding of excess budget against following head of accounts:

Re-appropriation under head		**Amount**
From	**To**	**(in Rs.)**
Maintenance of Vehicles	P.O.L.	10,00,000

RESIDENT OFFICER-II

- **Land Office**

  This office looks after the landed property at the Quaid-e-Azam Campus. Some facts about the land are given below:-

Total Land	1781 Acres
Cultivated Land	**A** - **K** - **M** 1078 - 5 - 10
i) **Under Self-Cultivation**	143 Acres
ii) **Lease out land**	**A** - **K** - **M** 935 - 5 - 10

- **Leave Rate per Acre (Per Annum) Rs.**
  - Tube well irrigated area   Rs. 25,000/-
  - Canal irrigated area   Rs. 35,500/-

- **Income from Lease Out Land Rs.**
  - Rs. 2,56,81,976/-

- **Self-Cultivation:**
  - Income from Self-Cultivation Land   Rs. 96,39,419/-
  - Expenditure   Rs. 34,95,000/-
  - Saving   Rs. 61,44,419/-

    Grand Total   **Rs. 3,18,26,395/-**