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MOST URGENT **Time Limit Assignment**

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

Subject: **REQUEST FOR PROVISION OF DATA FOR ANNUAL REPORT FOR THE YEAR 2014-15**

As per directive of the Higher Education Commission/statutory requirements, the Annual Report for the period viz. **October 1, 2014 to September 30, 2015** is to be prepared according to the provided format (enclosed as Annexure-A)

It would be appreciated that if the said information be provided well on time. The same is also available on the University website (www.pu.edu.pk). Please provide one hard copy of your report alongwith a soft copy (in CD/USB or through e-mail at drhr.admin@pu.edu.pk) to the Secretary, Annual Report Committee (Room No. 13, Admin Block, University of the Punjab, New Campus, Lahore) **not later than 29th February, 2016.**

This may be treated as **Most Urgent** please.

PROF. DR. LIAQAT ALI
REGISTRAR /
Chairman Annual Report Committee

*Note: **The required information is to be prepared according to instructions provided in the format.***

(Annex-A)

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

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

Template for University'/HEIs' Annual Report

Name of the Department/Institute/Centre/College:_____

Telephone (s):_____

Fax Number (s): _____

E-Mail Address (s):_____

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

Chapter-1: Academic Activities

- Undergraduate and Postgraduate Programmes (**for the year 2014-15 in text**)
- MS and PhD Programmes (**for the year 2014-15 in text**)
- Academic Achievements (**for the year 2014-15**)
- Foreign Academic Linkages
- Honours and Awards (**for the year 2014-15 in text**)
- Institutional Linkages

Chapter-2: Research and Development

- **Research & Development 2014-15** An Overview (5 – 10 lines)
Projects: (i) Completed (**duration, sponsoring agency, funding**)
(ii) Newly launched
- Publications: Books/ Edited
for example: Authors name, Article name, Journal with date, duration, sponsoring agency, funding
- Conferences, Seminars and Workshops, etc. (sponsors, oral Presentation + Poster Presentation)
- Research Journals **2014-15 (Authors name, Article name, Journal with date)**

RESEARCH COLLABORATION

- Indigenous (**Title only**)
- Foreign Linkages
- Funding grants for R&D (**for the year 2014-15**)

Innovational Commercialization [Related to ORIC]

- Operation of Office of Research, Innovation and Commercialization (ORIC)

Chapter-3: Quality Assurance

- Impact of Quality Assurance] **[Related to Director QEC]**
- Quality Enhancement Cell]
- Membership of Associations/ Networks
- Accreditation of Programmes from relevant councils

Chapter-4: Faculty Development

- Faculty development programmes (MS/ PhD local + foreign) (**for the year 2014-15**)
- Returned Scholars
- Present Scholars
- Pre-service and in-service professional development programmes
- Achievements of Foreign faculty

Chapter-5: Access

- Basic enrolment (**for the year 2014-15**)
- Equity
- Gender-wise Detail **[in tabulated form for all programmes]**
- Employability **[maximum 02 lines]**
- Faculty-student ratio **[in tabulated form]**

Chapter-6: Universities Building Economies

- University-Industry Linkage (**for the year 2014-15**)
- New Initiatives
- Technology Incubation Centre (**if applicable**)
- Patents **[in number and detail about patent not more than one line]**
- Internship and Placement Office
- Student Counseling & Career Guidance (**maximum 1 – 2 pages**)

Chapter-7: Strengthening Physical Infrastructure

- Development projects (Laboratories, Libraries, etc.) (**for the year 2014-15**)
- Research Equipment (**Added during the said year**)
- Construction projects

Chapter-8: Strengthening Technological Infrastructure

(Related to Information Technology Centre) Maximum 3 – 4 pages

- Digital Library (**if available**)
- PERN (**if available**)
- Video Conferencing (**if available**)
- Campus Management Solution (**if available**)
- Web Portal (**if available**)
- Development of online admission system (**for the year 2014-15**) **if available**

Chapter-9: Universities Building Communities

- University-community interaction (**for the year 2014-15**)
- University role in building community
- Alumni Affairs: Outstanding Achievements etc.

Chapter-10: Sports [Related to Sports Departments, Men/ Women]

- Inter-departmental sports (**for the year 2014-15**) Gender wise details
- Participation in national championships (**Gender wise details**)
- Achievements at national level (**Gender wise details**)
- Incentives and honours/ awards for sports persons (**Gender wise details**)

Chapter-11: Universities Building Leadership [Related to Directorate of Students Affairs]

- Faculty Leadership (Awards and representation in Govt. policy making committees, memberships on various Councils etc.) (**for the year 2014-15**)
- Student Leadership (Co-curricular Activities: University dramas, exhibitions, expos, competitions, debates at national and international levels)

Chapter-12: Finance [Related to Treasurer Office] for the year 2014-15

- Annual Statement of Accounts
- Financial year at a glance
- Audit Report
- Development budget
- Recurring budget
- Self-generated income
- SAP related activities
- Trend of per student spending

Chapter-13: University Governance (for the year 2014-15)

[Related to Academic Branch / Registrar Office]

- Syndicate meetings
- Academic Council meetings
- Board of Advanced Studies meetings

Chapter-14: Office of Resource Generation/ Development

[Related to Director, P & D] for the year 2014-15

- Initiatives and implementation
- Future plans

Chapter-15: Health Centre/ Medical Facilities [Related to Health Centre]

- Medical Facilities available
- Counseling for stress reduction