



PLANNING & DEVELOPMENT WING

University of the Punjab

Quaid-e-Azam Campus, Lahore-54590, Pakistan

Muhammad Ahmad Sheikh
Deputy Director (P&D)

Tel: (042) 99231121
Mob. 021-4777787
Fax: (042) 99233113
Masheikh1980@gmail.com

IMMEDIATE
TIME LIMIT

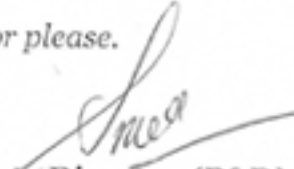
All the Deans of Faculties,
Principals of Constituent Colleges,
Directors of Institutes/ Centers and
Chairmen/ Chairpersons of the Departments/
Heads of Non-Teaching Departments,
University of the Punjab,
Lahore.

Subject: **Request for Provision of Data for Annual Report for the Year 2015-16 & 2016-17**

University of the Punjab has to prepare and present an annual report to its various stakeholders and controlling authority i.e. Higher Education Commission as a statutory requirement. Considering the importance of the report, you are kindly requested to prepare and forward the same for both periods to this office as per provided proforma (enclosed an Annex "A") both in soft and hard form **not later than 29th December, 2017.**

The soft copy of aforesaid proforma is available at University of the Punjab website www.pu.edu.pk/downloads. The soft copy of complete information/report may also be emailed to the undersigned at masheikh1980@gmail.com please.

This issues with concurrence of the Vice Chancellor please.


Deputy Director (P&D)

No. PU (P&D)/206/Annual Report/2017-18/390

Dated: 18.12.2017

Copy to:-

1. The Vice Chancellor, University of the Punjab
2. The Registrar, University of the Punjab

(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 2015-16 & 2016-17 in text**)
- MS and PhD Programmes (**for the year 2015-16 & 2016-17 in text**)
- Academic Achievements (**for the year 2015-16 & 2016-17**)
- Foreign Academic Linkages
- Honours and Awards (**for the year 2015-16 & 2016-17 in text**)
- Institutional Linkages

Chapter-2: Research and Development

- **Research & Development 2015-16 & 2016-17** 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 **2015-16 & 2016-17 (Authors name, Article name, Journal with date)**

RESEARCH COLLABORATION

- Indigenous (**Title only**)
- Foreign Linkages
- Funding grants for R&D (**for the year 2015-16 & 2016-17**)

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 2015-16 & 2016-17**)
- Returned Scholars
- Present Scholars
- Pre-service and in-service professional development programmes
- Achievements of Foreign faculty

Chapter-5: Access

- Basic enrolment (**for the year 2015-16 & 2016-17**)
- 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 2015-16 & 2016-17**)
- 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 2015-16 & 2016-17**)
- 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 2015-16 & 2016-17**) if available

Chapter-9: Universities Building Communities

- University-community interaction (**for the year 2015-16 & 2016-17**)
- 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 2015-16 & 2016-17**) **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 2015-16 & 2016-17**)
- 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 2015-16 & 2016-17

- 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 2015-16 & 2016-17)

[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 2015-16 & 2016-17

- Initiatives and implementation
- Future plans

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

- Medical Facilities available
- Counseling for stress reduction