



UNIVERSITY OF THE PUNJAB, LAHORE

Quaid-i-Azam Campus, Lahore – Pakistan

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Deputy Registrar (Academic)


To

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

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

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

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


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

No. D/4494/Acad.

Dated: 26-05-2022

Copy for circulation to:

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

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

(Annex-A)

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

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

Template for University'/HEIs' Annual Report

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

Telephone (s): _____

Fax Number (s): _____

E-Mail Address (s): _____

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

Chapter-1: Academic Activities

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

Chapter-2: Research and Development

- **Research & Development 2020-21** 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 **2020-21 (Authors name, Article name, Journal with date)**

RESEARCH COLLABORATION

- Indigenous (**Title only**)
- Foreign Linkages
- Funding grants for R&D (**for the year 2020-21**)

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 2020-21**)
- Returned Scholars
- Present Scholars
- Pre-service and in-service professional development programmes
- Achievements of Foreign faculty

Chapter-5: Access

- Basic enrolment (**for the year 2020-21**)
- 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 2020-21**)
- 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 2020-21)
- 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 2020-21) if available

Chapter-9: Universities Building Communities

- University-Community interaction (for the year 2020-21)
- 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 2020-21) Gender wise details
- Participation in national championships (Gender wise details)
- Achievements at national level (Gender wise details)
- Incentives and honors/ 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 2020-21)
- 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 2020-21

- 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

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Chapter-13: University Governance (for the year 2020-21)

[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 2020-21

- Initiatives and implementation
- Future plans

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

- Medical Facilities available
- Counseling for stress reduction