

Subject: Minutes of the Meeting of Departmental Research Evaluation Committee (DREC), Department of -----, Faculty of -----

Meeting of Departmental Research Evaluation Committee (DREC), for the Department of -----, held on dated----- at Venue: Office the Dean/HOD etc----- to discuss the Punjab University Research Projects for the Financial Year 20----- of following faculty members:

Name of the PI-----, Designation-----
Department----- to discuss/evaluate the research project
Titled:-----

The committee discussed/evaluated the said research project according to following criteria and found that:

- i. The Research project has **achieved/not achieved** the proposed objectives according to research proposal of PI.
- ii. The Research Report has been completed in a proper format and consists of all the components of any research project, i.e. Abstract, Introduction, Literature Review, Research Design, Results, Discussion, Conclusion, References etc.
- iii. List of Publication(s) extracted through the Project: Yes/No-----
The PI has published his Research Paper(s) form this Research Project (copy of the first page of journal and article attached. Yes/No-----).
If under process then its status along with proof must be attached (copy of acceptance letter/submission of article, attached. Yes/No-----).

After careful considerations and deliberations, the committee unanimously decided that the PI has **successfully achieved/not achieved** the above criteria and **recommend/not recommend** it for grant of Completion Certificate. Or any other Remarks by the committee.-----

Forwarded and Recommended by the Departmental Research Evaluation Committee (DREC):-

- 1. -----
(Name, Designation and Department of DREC Member # 1) (Signature)
- 2. -----
(Name, Designation and Department of DREC Member # 2) (Signature)
- 3. -----
(Name, Designation and Department of DREC Member # 2) (Signature)
- 4. -----
(Name & Department of HOD/Director/Principal, i.e. Member # 3) (Signature)
- 5. -----
(Name of Dean of Faculty/Convener of DREC) (Signature)