No.IIUI/ORIC/SAR/575/2013-**1676**   April 15, 2013

Subject: **SUBMISSION OF STANDARDIZED ANNUAL REPORT 2011-12 BY PUBLIC SECTOR UNIVERSITIES/HEIs**

Dear Sir,

   With reference to Higher Education Commission letter No.2(2)/HEC/P&D/TESP-AR/2012/22 dated 28.03.2013 on the subject cited above. The World Bank is supporting the Government's Higher Education reform program HEC's MTDF-HE (II) through "Tertiary Education Support Program (TESP)". According to the agreed results Framework, the HEC's success would be measured through a number of Key Performance Indicators (KPIs) including 10 Disbursement Linked Indicators (DLIs).

   In this regard the preparation of Business Plan and Annual Reports by the Public Sector Universities as per HEC's approved guidelines is one of the Performance key indicators of the said program. For completion of subject Annual Report of IIUI, the HEC has provided template and guidelines duly approved by the Commission is enclosed herewith for your information.

   You are therefore requested to provide the information on the enclosed template, relevant to your faculty/department/institute latest by April 25, 2013 to office of Deputy Director (ORIC). The soft copy of enclosed template in MS Word format is also available on www.iiu.edu.pk/oric.

   This may please be treated as urgent.

(Dr. Muhammad Tahir Khalily)
Incharge (ORIC)

Distribution:

1. All Directors General, IIUI
2. All Deans, IIUI
3. All Directors, IIUI
4. All Head of Departments, IIUI
5. All Chairpersons, IIUI

Cc to:

1. PSO to Rector, IIUI
2. SPS to President, IIUI
3. PS to Vice President (Academics), IIUI
4. PS to Vice President (AF&P), IIUI
5. Deputy Director (ORIC), IIUI
6. Relevant file

Template for Universities/HEI's Annual Report

Title	ORIC
Contents	ORIC
VC/Rector Message	As per message
Executive Summary	ORIC
About the University	ORIC
Chapter-1: Academic Activities	
1.1 Undergraduate and postgraduate programmes	Academics Section
1.2 MS and PhD Programmes	
1.3 Academic achievements	
1.4 Foreign Academic Linkages	
1.5 Honours and Awards	
1.6 Institutional Linkages	ORIC/Academics Section
Chapter-2: Research and Development	
2.1 R&D-An Overview	ORIC
2.2 Projects:	
2.2.1 Completed	
2.2.2 Newly Launched	
2.3 Publications	QEC
2.4 Conferences, Seminars and Workshops, etc.	ORIC
2.5 Research Journals	QEC
2.6 Research Collaboration	ORIC/Academics
2.6.1 Indigenous	
2.6.2 Foreign Linkages	
2.6.3 Funding Grants for R&D	ORIC
2.6.4 Operation of Office of Research, Innovation and Commercialization (ORIC)	ORIC
Chapter-3: Quality Assurance	
3.1 Impact of Quality Assurance in the University	QEC
3.2 Quality Enhancement Cell	
3.3 Membership of Associations/Networks	
3.4 Accreditation of programmes from relevant councils	
Chapter-4: Faculty Development	
4.1 Faculty development programmes (MS/PhD local + foreign)	Planning &Projects Section
4.2 Retuned Scholars	
4.3 Present Scholars	
4.4 Pre-service and in-service	IPD

	professional development programmes	
4.5	Achievements of Foreign Faculty	HR/QEC/Concerned Faculty Dean
Chapter-5: Access		
5.1	Basic enrolment	Academic Section
5.2	Equity	
5.3	Gender-wise Detail	
5.4	Employability	HR Section
5.5	Faculty-student ratio	
Chapter-6: Universities Building Economies		
6.1	University-Industry Linkage	ORIC
6.2	New Initiatives	
6.3	Technology Incubation Centre	
6.4	Patents	
6.5	Internship and Placement Office	University Advancement & Financial Aid (UA&FA)
6.6	Student Counseling and Career Guidance	
Chapter-7: Strengthening Physical Infrastructure		
7.1	Development projects (Laboratories, Libraries, etc.)	Planning & Projects Section
7.2	Research Equipment	
7.3	Construction projects	
Chapter-8: Strengthening Technological Infrastructure		
8.1	Digital Library	IT section
8.2	PERN	
8.3	Video Conferencing	
8.4	Campus Management Solution	
8.5	Web Portal	
8.6	Development of online admission system	IT section/Academics section
Chapter-9: Universities building Communities		
9.1	University-community interaction	Alumni office IIUI
9.2	University's role in building community	
9.3	Alumni Affairs: Outstanding Achievements etc	
Chapter-10: Sports		
10.1	Inter-departmental sports	Deputy Director(Sports)
10.2	Participation in national championships	
10.3	Achievements at national level	
10.4	Incentives and honors/awards for sports persons	

Chapter-11: Universities Building Leadership	
11.1 Faculty Leadership (Awards and representation in Govt policy making committees, memberships on various Councils etc.)	Administration Section
11.2 Student Leadership (Co-curricular Activities: University dramas, exhibitions, expos, competitions, debates at national and international levels)	Student Advisors(Male/Female)
Chapter-12: Finance	
12.1 Annual Statement of Accounts	Finance Section
12.2 Financial year at a glance	
12.3 Audit Report	
12.4 Development budget	
12.5 Recurring budget	
12.6 Self-generated income	
12.7 SAP related activities	
12.8 Trend of per student spending	
Chapter-13: University Governance	
13.1 Syndicate meetings	Administration Section
13.2 Academic Council meetings	Academics Section
13.3 Board of Advanced, Studies meetings	
Chapter-14: Office of Resource Generation/Development	
14.1 Initiatives and implementation	Planning & Projects
14.2 Future plans	
Chapter-15: Health Centre/Medical Facilities	
15.1 Medical facilities available	Chief Medical Office
15.2 Counseling for stress reduction	Chairpersons Psychology