



**COMSATS University Islamabad
(Lahore Campus)**

Internship Report



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**Faculty of Management Sciences
COMSATS
Lahore, Pakistan.**

Executive Summary

My report consists of the time a 42-day program that I undertook at UOL in the HR Department from 17 July to 28 August, part of my BS BA program. As an internee to the practical business world, every hour spent at the office provided me with valuable experience that cannot be expressed in words. Nonetheless, they were all beneficial to my profession. I have divided my work in this report into many parts: In the first section, I discuss UOL's introduction, vision of the organization, mission of the organization, core beliefs. Next portion discusses the company's profile; in this segment, I stated organization's management system, hierarchy chart, and structure of departments. The later portion is the section in which I concluded about the company's strategy, also analysis which consist of mainly SWOT. Last portion in which I summarize about my journey, learned throughout this period, my tasks, successes, information gained, issues encountered, and, finally, how this experience has influenced my career. The last section discusses findings and recommendations.

Acknowledgement

First and foremost, I'd want to thank Almighty ALLAH for supporting me in finishing this task on time. I'm glad and relieved to have finished this course within the time span set. This internship report contains the culmination of many people's efforts. Ms. Nida (Head HR), Ms. Saba Jameel (Recruitment Head), and Mr. Arslan (HR Officer) made significant contributions to the preparation of this internship report, which required substantial thought and information input from multiple sources. Second, I'd want to offer my heartfelt thanks to Ms. Hudda Riaz, Project Advisor at COMSATS Lahore, The University of Lahore. I am appreciative for her unwavering monitoring of me during the Internship Period. Their invaluable advice and recommendations greatly aided me in preparing. The report ought to possess well-structured. I am also appreciative to the other officials and some of my friends, especially Abdul Wahab and Haris Rana, and Mahnoork Khawar, who aided me in preparing the research by making recommendations, offering assistance, and supplying information that was critical to me. The advice they provided allowed me to effectively complete my paper. Finally, I appreciate it to my mother and father for their special attention to me from the very start and all through the report and project preparation.

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Introduction

With approximately 24,000 students enrolled across seven campuses, UOL is Pakistan's largest commercial institution. The institution was founded in 1998 by the Ibadat Education Trust and acquired accreditation to issue degrees in 2001. It has since given education in medical and dentistry, technology, the arts, and social studies. With an emphasis on long-term growth and a commitment to improving its human resource base, the University has grown to encompass eleven schools and thirty-two departments. The institute has gained international praise for the excellence of its teaching and research as the first Pakistani organization to be featured in the QS Positioning and one of the top six universities in Pakistan according to the QS Asia Ranking in 2012. HEC has designated the University of Lahore as a university in the highest "W4" group, which is only awarded to universities that fully meet all standards for an International Quality University. Because the PTE is a tremendous weapon for any country's economic growth, the University of Lahore invests heavily in it. Therefore, the laboratories for the medical, dental, engineering, construction, pharmaceutical, nursing, and legal studies departments are advanced, and authorized with Pakistan's Health and Dentistry Commission (PMDC), Engineering Council (PEC), and Pharmacy Council of Pakistan (PPC).

The University of Lahore maintains strong ties with foreign institutions, which is critical for any college or university. In a number of knowledge-sharing and recruitment and retention efforts, large multinational corporations in Pakistan are our partners. During their tenure at the University, students can take advantage of excellent internship and skill development opportunities.

Profile of the Industry

Because of its links to Pakistan's educational system, this public sector institution is overseen by the Higher Education Commission of Pakistan and the Ministry of Science and Technology (Most). The root of the term education, 'eduction,' meaning to unearth or reveal. Being educated is having a spark lit inside you that drives you to think, reason, wonder about the mysteries of the world, and make sense of things for which there are explanations. The ability to solve differential equations is just one aspect of what it means

to be educated. The first degree is typically granted after four years of study at a university. This promotes the student's development as a tech-savvy, empathetic, and social individual, all while allowing them to pursue their academic interests and prepare for their chosen careers. It is anticipated that mathematical and biological pupils across Pakistan would comprehend Iqbal's vision once again, given that a number of schools, from the educational institution of Sindh to the University of Peshawar, Pakistan started providing four-year honorable bachelor's degree programs in the last year.

Since 2001, Pakistan's educational system has experienced an amazing return. When the government of Pakistan acknowledged the importance of university education to the country's long-term economic growth and poverty eradication, the Higher Education Commission was founded. The 'Task Group on Higher Education' posted recommendations on September 10, 2001, leading to the foundation of the Higher Education Commission, which was established by Presidential Ordinance the same day. It inherited a university system fraught with problems. While significant strides have been made towards enhancing the quality of higher education, real change will not occur until the ongoing reform process is bolstered and expanded. Since 2001, the HEC in Pakistan implemented a series of reforms that have drastically altered the country's academic landscape. All of Pakistan's degree-granting universities may undergo change. There is a renewed sense of excitement among the faculty and students at these establishments. The renovated buildings, brand-new classrooms, laboratories, computers, jogging tracks, and cutting-edge libraries are visible signs of the change. Thousands of students are educated in cutting-edge information technology and business science at the Balochistan University of Information Technology and Management Sciences, and the Shah Abdul Latif University, Khairpur has a brand-new laboratory and library facility. Both of these establishments may be located in Pakistan's metropolitan areas.

The true accomplishment of the HEC growth initiatives, on the other hand, is visible in the faces of students searching in the library's digital records for an academic psychology project, and in the minds and emotions of faculty members who are once again publishing in top international publications (up over 40 percent in the past two years). "general helpful, fair legislation, human reason, and caution," as they say.

" (University of Vienna, Manifesto 1365) are all things that universities aim to promote. The HEC has made great efforts to revive this ethos, which features prominently in our Islamic heritage. There was a time when learning logic, philosophy, and mathematics was seen as essential to a well-rounded education. Universities in Pakistan were increasingly focused on post-graduate education as undergraduate programs were eliminated and the two-year bachelor's degree was centralized in colleges.

Profile of Organization:

The University of Lahore, founded in 1998 by Mr. M A Raouf under the auspices of the Ibadat Educational Trust, is widely regarded as one of Pakistan's best private sector general universities, providing programs ranging from medicine and dentistry to engineering and even the humanities. We have expanded to serve nearly 22,000 students over seven 'specifically created' campuses in Lahore, Islamabad, Sargodha, Gujarat, and nine distinct Faculties because of our commitment to achieving both economic and social sustainability. The University was the first in Pakistan to be included in the prestigious QS Ranking and in 2012 it was ranked as one of the top six institutions in Pakistan within the QS Asia Ranking, all thanks to the quality of its teaching and research. The University of Lahore has been upgraded by the Higher Education Commission (HEC) to the highest "W4" category of universities, which is only given to those who fully adhere to the standards for an International Quality University. Professional and Technical Education (PTE) at the University of Lahore is highly valued since it contributes to a country's economic growth and development. Thus, state-of-the-art resources are available to students in the fields of medicine, dentistry, public health, engineering, pharmacy, and nursing. The PMDC, PEC, PCCP, and PCNP are the regulatory bodies in Pakistan responsible for accrediting medical, engineering, pharmaceutical, and nursing institutions, respectively.

The University of Lahore has excellent relationships with institutions in other countries, which is an essential factor for the success of any institution of higher learning. In a number of knowledge-sharing and human resource development efforts, large multinational corporations in Pakistan are our partners. Students may take benefit of professional placement, career guidance, and other support services through the Student Support Centre (SSC), and they can look forward to fantastic internship and skill-building courses during

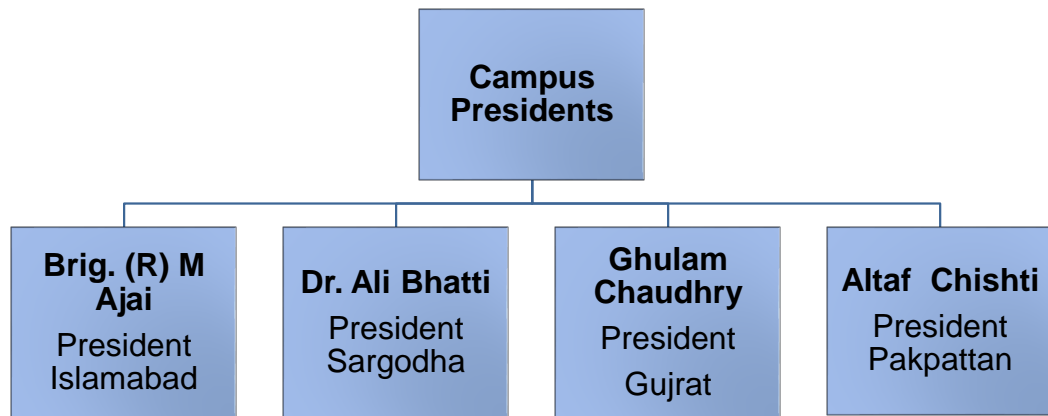
their degree. At the University of Lahore, several scientific zones have been built, each of which plays an essential part in the growth of our students and our economy overall. The Creative Village, a leading location for professional media content; an Agri Technology Park; and a Biotechnology Park are among them. Research grants are available to different departments at the University of Lahore, and the university has invested in specific research projects and facilities like the Centre for Research in Molecular Medicine (CRIMM), which focuses on cancer research. We acknowledge that a person's college years are some of the most formative years of their lives and that these years should be enriched with experiences and activities both inside and outside the classroom. The Student Representative Office (SRO) is responsible for promoting positive extracurricular and athletic opportunities for students. The University encourages students to grow as leaders and people via participation in a wide variety of extracurricular activities, including student clubs, debates, and the arts. The university's UOL Relief initiative, in which students volunteer to aid and facilitate in disaster-stricken regions of Pakistan, also helps foster a sense of civic responsibility in its students. Many of the world's top institutions, including those in England, the United States, and others, have strong relationships and collaborations with the University of Lahore.

➤ **Company's Executive Administration**

The Patron, M A Raof, Board of Governors, who is the Institute's academic and administrative leader, is in charge of the Institute's day-to-day operations. The Patron's functions are carried out in accordance with the UOL's general policy standards.

- **Awais Raof**
Chairman, Board of Governors
- **Prof. Dr. Saleem Shuja**
Rector
- **Dr. MH Qazi**
Vice Chancellor
- **Dr. Zulfiqar**
Director QEC

- **Nasir Mahmood**
Pro.Rector (Academics)



Vision:

To obtain a reasonable edge in the state's education sector, University of Lahore may play a leading role in establishing a well-educated society by accomplishing the best suitable among its assets, skills, and abilities of stepping into pupils.

Mission:

university's primary goal is to inculcate critical abilities, wisdom, and values necessary for the building of a proactive, unified community. It also seeks to foster an attitude infused by Islamic ideology and good societal ideals while being neutral to the legitimacy of another belief. The Trust has mandated that this educational institution give equitable access to students from all socioeconomic backgrounds, regardless of cast, colour, or creed.

The university's endeavors to promote demand-led subjects in order to prepare a productive workforce that can contribute to the country's economic progress. In the same vein, the institution places a premium on the delivery of curriculum with a

focus on entrepreneurship. In a nutshell the university's aim is to create positive social capital with a shared awareness and ego that is responsive to impending global issues in a fast changing political, economic, and social paradigm.

Organizational Objectives and Goals

Through educating and preparing pupils for today and the future via knowledge and study, the University of Lahore actively encourages and serves a changing global society. UOL is dedicated to cultivating an innovative society of aware and engaged global citizens. To help students achieve their educational, personal, and career goals. IT is a lot more than an innovation; it involves possessing the vision to build a one-of-a-kind product and the capacity to put the plan into execution.

IT refers to the capacity to apply one's thoughts, expertise, and mentality. UOL aspires to develop and explore the entire potential of this knowledge-based sector, as well as to offer future generations of people with all of the skills required to be IT leaders, we look for to accomplish it by providing our students with ideas, facts, and skills to help them make an impact in society as well as become genuine change agents.

The Institute is committed to creating and delivering educational experiences for current and future leaders and managers that will shape their futures and set standards for others, with the help of long-lasting partnerships with organizations related to IT in general and the IT sector in particular.

Initially, there were a modest number of instructors and personnel, but as the institution developed, many more people got involved to satisfy the need for more classes and functions in the company. Visitor instructors (Doctors) are also welcome for the benefit of quality education. Even though the number of faculty members has reached 700, suitable offices for separate departments have been formed, and each department is overseen by a head of department (HOD).

Corporate Values at UOL

The institute's beliefs and values lead it on its way to long-term prosperity in the country. The primary objective of UOL is national interest. Pakistan's growth and prosperity are emphasized. It may meet the needs of its organization and stakeholders today by adhering to its stated core principles. and

rules, therefore protecting, preserving, and enhancing human capital for future challenges.

It is at the heart of UOL's ability to thrive as a trusted preferred provider of cutting-edge education to its students in preparation for future technological challenges. According to the University of Louisville, "our team acquired knowledge from other people and contributed our expertise and assets throughout divisions in the organization for the betterment of our students and ourselves."

Each and every person is treated with dignity at UOL. The company's success comes from fairness and variety, as well as supporting individual development and growth among those who work there at all levels. Every employee is given individual attention to achieve results in their respective sectors.

UOL is committed to the highest levels of both personal and professional values; it actively pursues innovation, utilizes imagination, and is open to fresh thoughts. It is committed to providing excellent services for its interactions with pupils to keep growing.

The Organization's Nature

UOL is institution that was granted degree-awarding status by Presidential Ordinance No. XXXVIII in 2002. The primary goal of UOL is to deliver "quality education to all" in Pakistan for its progress.

Volume of Business

The University of Lahore (UOL) is a learning institution whose main source of revenue is its students. There are now about 21,000 students enrolled across all six sites.

Product categories

UOL is a focused-on service institution providing classes. All campuses have engineering, telecommunications, mathematics, business administration, and information technology colleges and departments. In the future, new technological and scientific departments will be developed on numerous sites.

Competitors

HEC placed University of Lahore (UOL) 9th among Large Scale Universities and 35th among Higher Education Institutions. However, competition from other universities in the country is fierce. UOL's competitors are other educational institutions that provide learning facilities in the exact same locations that UOL has set up branches.

UOL's opponents include the University of Central Punjab, Beaconhouse University, the University of Management & Technology, and local commercial and government colleges in Lahore.

UOL provides facilities.

Higher education in a dynamic technological subject necessitates significant investment in infrastructure and facilities in order to meet worldwide educational standards. Despite its youth, the campus has put in place appropriate resources to help students, professors, and staff members. The campus is constantly evolving and adding to its current resources.

CORE

- Quality Assurance Cell
- Pro-Rector's Office
- Human Resource (HR): Recruitment
- Registrar: Legal, Notifications
- MIS (Management Information Systems)
- Examinations Controller: Results, Notifications
- Social Responsibilities (Education, Health Care, and Disaster Relief)

ACADEMIC SERVICE:

- Academic Senate
- Learning Centre

MEDIA

- Corporate Communication
- Social and Traditional Media Relations Office
- News / Events (Photo & Video Services)
- Design Services
- Print Unit
- Newsletters

Financial Services

- Financial Office
- Records
- Financial Assistance

Technology Utilities

- IT assistance
- Support services (Email, Portals, VPN, Internet)
- Regular maintenance

Department For student AFFAIRS

- Societies
- Academic Resources
- pupil Regulations
- Alum
- Admissions
- Foreign Students

University Activities

- Telephone Services

- Acquisition
- Safety
- Shelter & Lodging
- Property Maintenance Services
- Catering
- Lands & Structures (Properties)
- The Library
- Transportation Services
- Directory
- The mosques

INDUSTRY BUSINESS PROCESS

Pakistan's education system consists of 251,814 institutions that educate 42,017,495 students with the support of 1,646,552 instructors. There are 175,847 public institutions and 83,068 private institutions in the system. As a result, 35% of educational establishments are operated by the commercial sector, while 69% are run by the public sector. According to prominent Pakistani economist Dr.Kaiser Bengali, the sections that today comprise Pakistan were among the least developed regions of India and the rest of the globe before to 1947, and the last to be captured by the British. The British Raj lasted almost 100 years in Sindh, Baluchistan, and the NWFP, and these provinces were considered the edge of the British Raj in India. According to UNESCO, the general literacy rate in India was 27% in 1950 and 18% in Pakistan at the time of the first market research. As of 2013, India had a literacy rate of 75%, whereas Pakistan had a rate of 58%.The literacy rate among Pakistani youth (12-26 years) is 78.9% for males and 68.4% for girls. Every successive generation of Pakistanis is more literate than the one before it:

- Over 55, 30% literate
- 45-55, 40% literate
- 35-45 years 50%
- 15-25 years 60%
- 25-35 years 70%

In terms of literacy, Pakistan has gone a long way, but it still lags its neighbors, notably a lower literacy rate than Pakistan in the 1950s but today has well over 90% of its adult population literate. Shah Reza Shah Pahlavi, Iran's Shah from 1941 until 1979, prioritized education. The Shah devotes a large portion of his country's oil resources to improving education, health care, and infrastructure. During the Shah's reign, Iran's education spending increased by 1800%. Whereas literacy in Pakistan has increased by roughly 13% under President Musharraf's reign to about 56%, it remains unsatisfactorily low when compared to its neighbors.

Pakistanis, on the other hand, now spend longer time in schools and colleges and graduate at a greater rate than their Indian counterparts in the 15+ age range.

In 2010, 380 out of every 1000 Pakistanis aged 15 and above had never attended a formal education. The remaining 620 students enrolled in school dropped out before graduating elementary school, while the remaining 598 finished. Out of every 1000 Pakistanis, 401 completed secondary school. 290 students finished secondary school, while 111 dropped out. Only 55 students attended college, with 39 receiving a diploma. According to Barro-Lee statistics, the number of 15-year-olds without a high school diploma has decreased in both countries over the previous decade, notably in our, where it fell by a stunning 24% from 66.6% in 2001 to 37% in 2011. In India, the figure of 16-year-olds with no formal education fell from 43% to 32.7%.

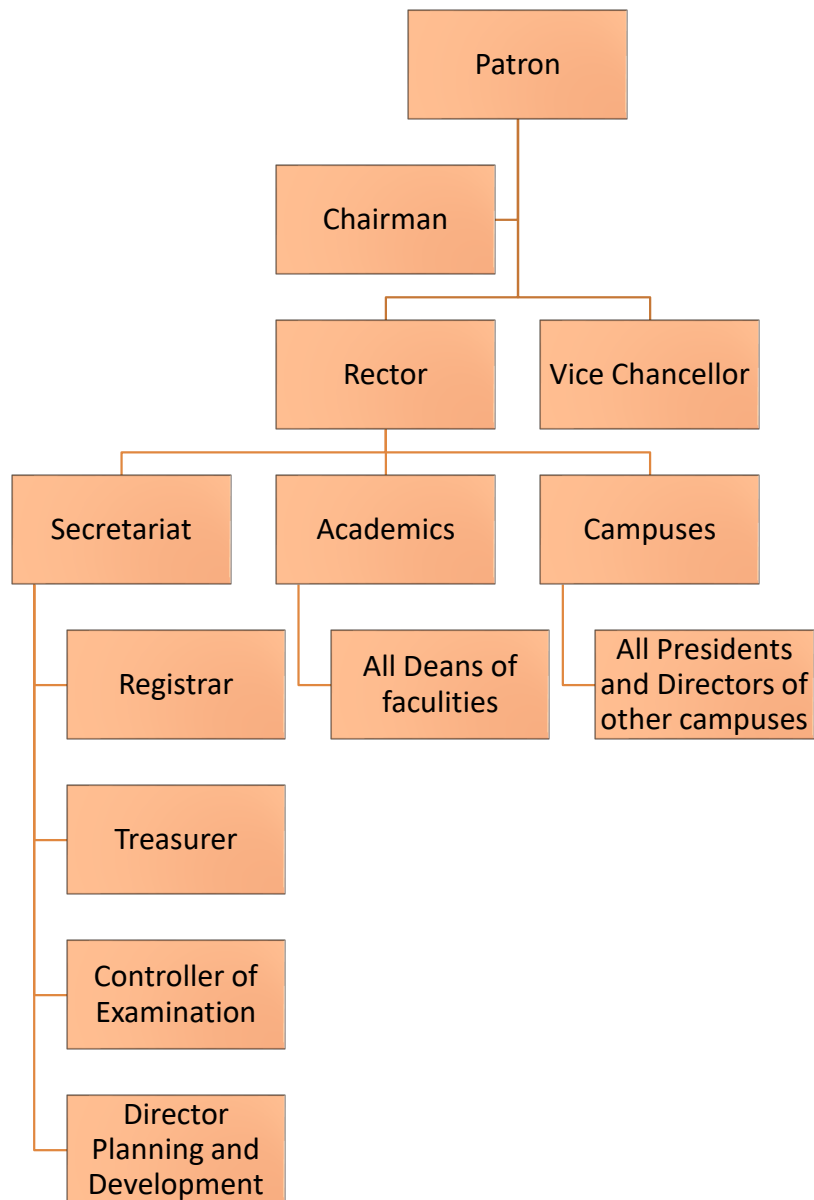
Here are some statistics about Pakistan's out-of-school children:

Pakistan has 5.1 million primary school-aged children who are not enrolled.

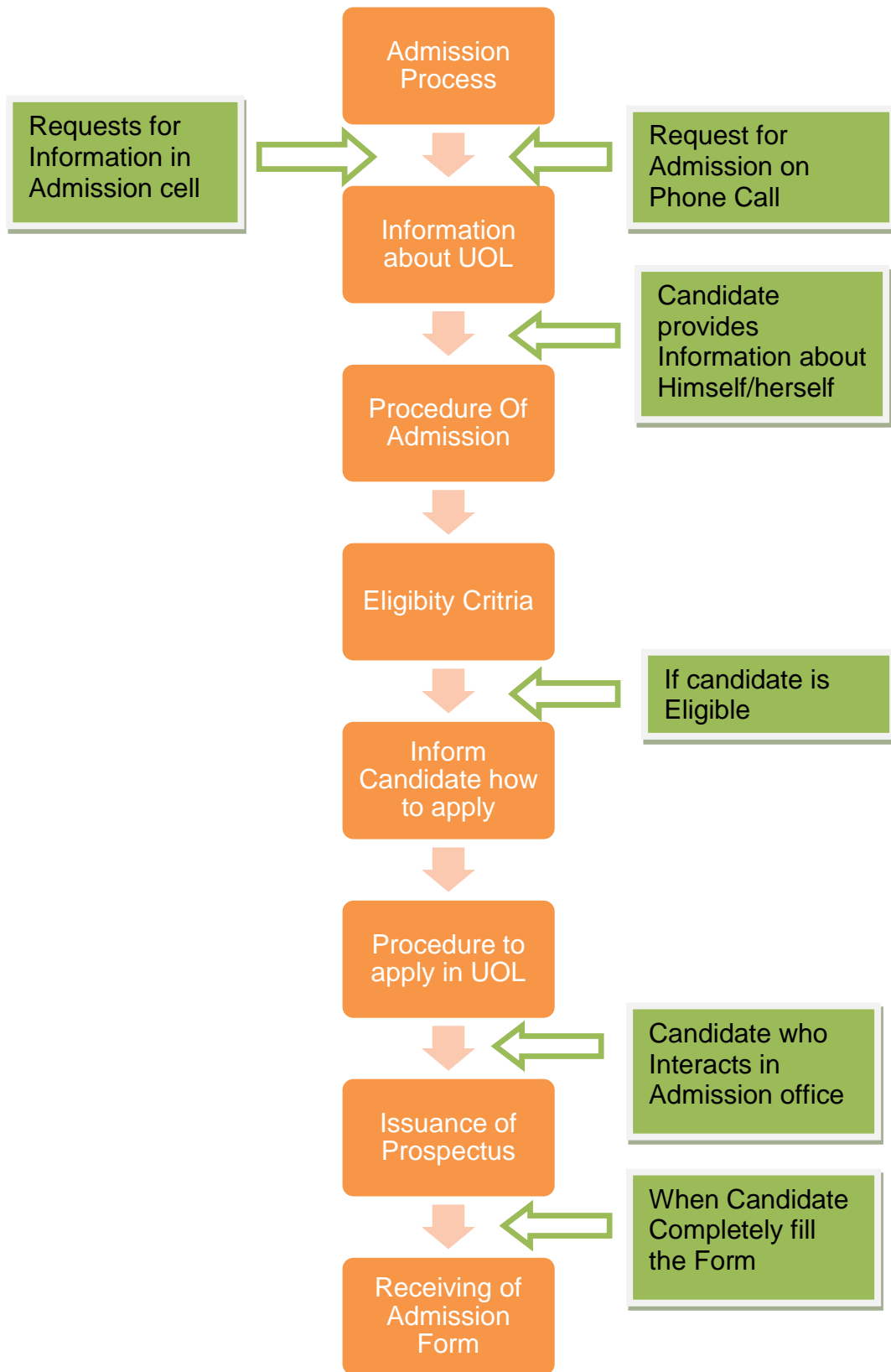
The number of children who are not in school has decreased from 8.4 million in 2001 to 5.1 million in 2010.

- The literacy rate in Pakistan is 58.
- According to Harvard scholars, our country has increased school enrolment at a higher pace than India since 1990. In 1990, 66.2% of Pakistanis and 51.6% of Indians were illiterate. In 2000, there were 60.2% Pakistanis and 43% Indians without a high school diploma. Pakistan lowered it to 38% in 2010, compared to India's 37.3%.

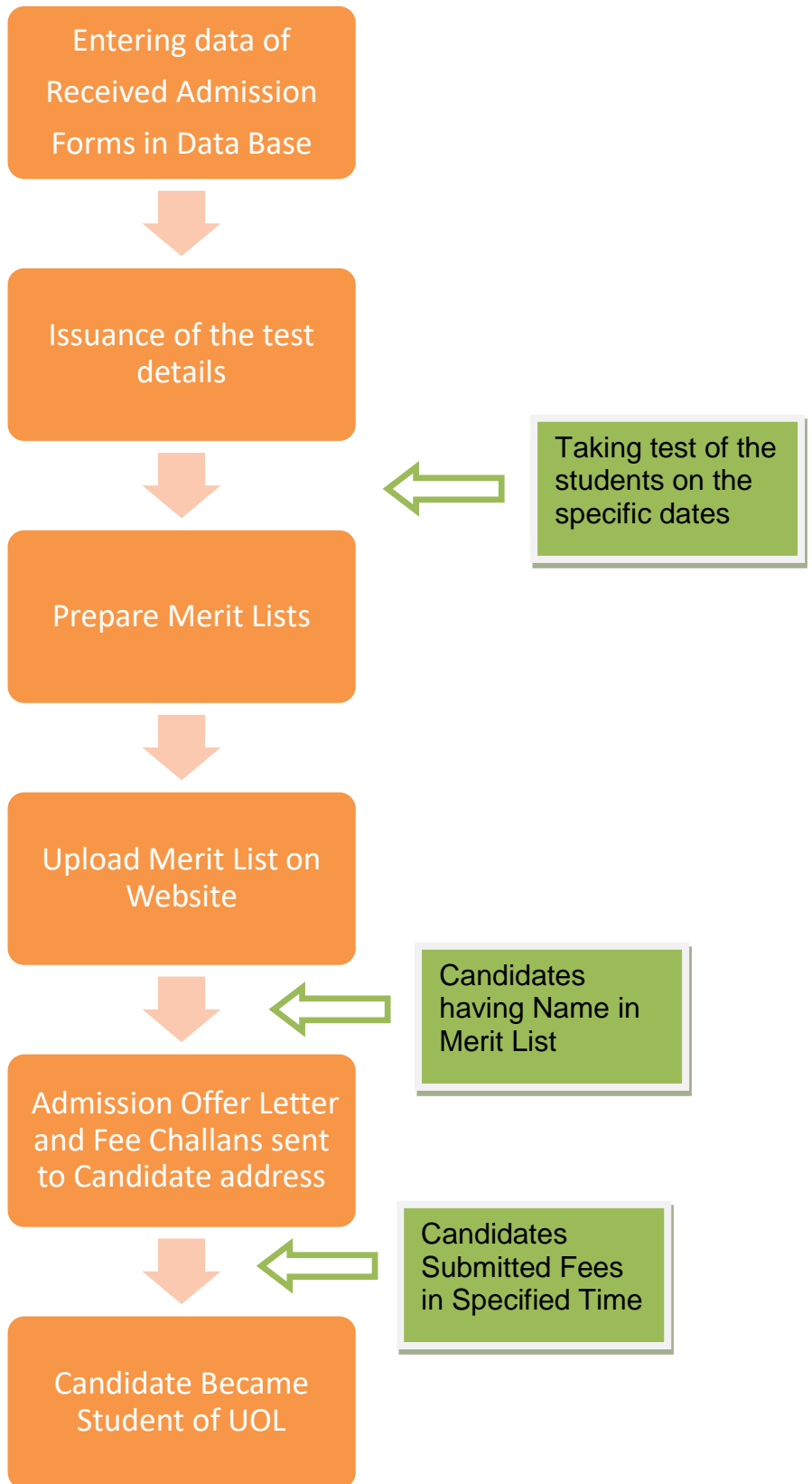
UOL BUSINESS PROCESS:



How to Obtain Admission to UOL



➤ **Continue**



UOL Functional Departments:

The Bachelor of Science in Healthcare the Faculty, the Fine Arts & Architecture Faculty, the Computer Science & Innovation Faculty, the IT Faculty, the Law School Faculty, the Language & Literature Faculty, the Medicine & Dentistry Sciences Faculty, the Administrative Studies Faculty, the Pharmacy Dept. Faculty, the Sciences Faculty, the Social Sciences Faculty, the Administration Department, the Accounting and Finance Division, the Plans & Growth Department, the Setting up & Development Department, the Planning & Development Department, the Planning & Development Department, the Planning & Development Department, the Planning & Development. Management Information System (MIS) Quality Enhancement Cell (QEC) Safety Allied Health Sciences Department, Faculty of

The following are the academic divisions of this faculty-led institution, each of which confers a unique degree:

Physical therapy, sports science, medical laboratory science, diet and nutrition science, public health, and health professional technologies Radiology Research Section Radiological Sciences and Medical Imaging Technology Public Health

- **Arts and Architecture Department**

The following are the academic divisions of this faculty-led institution, each of which confers a unique degree:

The School of Creative Arts the School of Architecture

- **Engineering and Technology Academic Unit**

The following are the academic divisions of this faculty-led institution, each of which confers a unique degree:

Engineering disciplines: Electrical, Mechanical, Civil, Computer, and Technology

- **Department of Computer Science and Engineering**

The following degrees may be earned via this department at this university's faculty:

Technology of Information and Computer Science

- **Law School Faculty**

The following are the academic divisions of this faculty-led institution, each of which confers a unique degree:

The Graduate School of Law and the Law School

- **Language and Literature Department Faculty**

The following degrees may be earned via this department at this university's faculty:

Language and Literature in English

- **School of Dental Medicine and Medical Sciences**

The following are the academic divisions of this faculty-led institution, each of which confers a unique degree:

There is the University of Medicine and Dentistry.

- **College of Business and Economics**

The following are the academic divisions of this faculty-led institution, each of which confers a unique degree:

Business College of Lahore

Lahore's Aviation Institute

- **Pharmacy School Professors**

The following degrees may be earned via this department at this university's faculty:

- Drugstores

- **Science College/University**

The following are the academic divisions of this faculty-led institution, each of which confers a unique degree:

Agri-Biotechnology Park; Centre for Research in Molecular Medicine; Molecular Biology and Biotechnology

- **UOL's Medical Research and Testing Facility**

Department of Social Science Faculty

The following are the academic divisions of this faculty-led institution, each of which confers a unique degree.

Quality Enhancing Cell (QEC)

QEC began operations in May of 2011. After that time, this cell has been working harder not only to make things better but additionally to maintain its quality.

Quality assurance for all undergraduate and advanced degree programs.

Inspiring research amongst academia, employees, and pupils at the University of Lahore. (the Department Research Fellowships for undergraduates)

QEC is a contributing member of the Global Network of Higher Education Quality Assurance Agencies.

(INQAAHE), the Asia-Pacific Quality Network (APQN), and the Pakistani Quality Assurance Agency (QAA) Network.

The Quality Enhancement Cell has worked to help and eliminate any complaints presented by Accreditation Councils such as the PEC, PTC, PCP, and PMDC.

QEC, in accordance with HEC rules, has standardized course specifications and initiated the course cataloguing process.

The university received the highest W4 ranking based on data given to HEC by QEC.

International partnership with numerous international universities and institutes through memorandums of understanding (MOUs) for the purposes.

Alumni Office, Media Office, Job Placement, Learning Centre, and Student Representative Office (SRO).

QEC serves as a gateway to and from significant external resources such the Higher Education Commission, PEC, as well PMDC, National Technology the Council, National Management

Committee, Pakistani Pharmaceutical Committee, Nurses Committee, distinct Academic municipalities and media organizations are samples of these institutions.

Administrative Division

- I. Office of the Deputy Registrar
- II. Assistant Treasurer's Committee
- III. Office of the Deputy Controller of Examinations

OFFICE OF THE DEPUTY REGISTRAR

The Deputy Registrar is an entirely Academic employee which is appointed by the Director of Records based on the Evaluation Board's suggestions. The actions of the Assistant Registry are regulated both the Director of Records and Registrar. The staff members are the Administrative Officer, the Registration Officer in Charge, and the Administrative Group. The Deputy Registrar's office is in responsibility of: handling every day administrative problems.

ii. Relationship with the CIIT Principal Seat and other organizations.

Issuance of memos, office notes, and notifications.

iv. Meeting scheduling.

v. Planning special events such as convocation, cultural day, seminars, workshops, and so on.

vi. Keep track of leave requests and employee data.

vii. Oversee campus security issues.

OFFICE OF THE DEPUTY CONTROLLER OF EXAMINATIONS

The Assistant Director of Exams is an entirely Academic employee selected by the Director of Examinations depending on the Selection Board's suggestions. The assistant Supervisor of Exams is in charge of the following:

- i. overseeing all exam-related concerns.
- ii. Examination administration (sectional and final).
- iii. Upkeep and reporting of findings.
- iii. Awarding of degrees, diplomas, medals, and so forth.

- v. Convocation scheduling.
- vi. Upkeep of student records and personal data.

Human Resources Department

Human resource planning is the primary responsibility of every organization with the goal of building a competitive workforce, which is vital for producing profitable outcomes. It is also vital in order to boost an organization's efficacy and productivity, as well as to help its operations set out in the market.

UOL, as an established company with high recommendations from the Higher Education Commission for providing outstanding instruction in the educational field, also takes part in the Human resource strategy, which includes various aspects that the corporation behavior's with the goal to build a successful and effective staff.

These are as follows:

1. Recruiting applicants
2. Choosing the right candidates.
3. Employee training and development.
4. Job analysis techniques.
5. A programme for professional development.
6. Policy on Orientation Programs.
7. Performance evaluation.
8. Hiring and Fire

Finance Division

The Financial Services Office sets up and oversees financial and related services and systems, such as finances, accounting, and monitoring actions and systems, to support the University's educational goals and strategies. The Financial Management Centre is also in a position to maintain the University's long-range goals and controlling with a high degree of expertise and reliability.

Marketing Division

There is no functional advertising division, however the Registration Office used to carry out a "the admission Program."

Usually, the institute advertises in major magazines such as "Daily Jang" and "The News" for this campaign.

Borchers, leaflets, and advertising are also used for promoting this admission push on it.

SWOT ANALYSIS OF THE INDUSTRY

Your SWOT analysis may be useless if you do not begin with a purpose in mind. A SWOT analysis might be part of the strategy-development process. The SCAN analysis is one way of strategic planning that employs SWOT analysis to help one achieve one's goals. Much study had been done with organizational planning methods such as SWOT analysis.

➤ Strength of UOL

Outstanding pupils and world-renowned scholars are prime instances of high-potential investigators., as well as a diverse array of complementary talents and a world-class experimental infrastructure, provide a significant competitive advantage.

A very strict grading procedure.

International partnerships with a wide range of educational institutions.

working together with business, small businesses, and new ventures --- originality and initiative

➤ **Weakness**

Critical mass is low in certain sectors.

There is not much domestic demand for industrial production in Pakistan.

An inefficient organizational framework.

Poor administration of intellectual property.

Reduced resources for professional growth among teachers and staff

➤ **Opportunities**

Increasing the value of a varied portfolio of research by working closely with expanding information and communication technology (ICT) capacities.

The nimbleness and independence of the young research team.

Reduced need for funding and access to top researchers.

Working closely together with institutions abroad to broaden access to graduate-level education.

Raise the importance of continuing education and retraining in the middle of one's career.

➤ **Threat**

Ongoing reductions in funding for this sector.

Skilled workers are leaving for greener pastures elsewhere.

Thirdly, the general public's past views on universities and the availability of relevant data.

A focus on qualitative rather than quantitative results.

The adaptability of for-profit and online schools to the timetables of their students and the programs they provide.

UOL SWOT ANALYSIS

➤ **STRENGTHS:**

- Highly trained lecturers with doctoral degrees and M.Phils.
- The UOL is ranked 13th among major sector institutions according to the HEC.
- Reputable institution in Lahore's jurisdiction.
- Up-to-date computer labs.
- A solid engineering infrastructure.
- A research and development environment for academics and students.
- Lahore's industrial region is nearby.

- High-speed internet access for staff and students.
- 50% self-generated power from solar and biogas projects
- HR department is strengthened well.

➤ **WEAKNESSES:**

- Decision-making is highly centralized.
- A scarcity of PhD faculty.
Academics and people are often replaced.
- Due to a shortage of educational possibilities for instructors with over 41 years of experience, many senior instructors have left the institute.
- The campus is located outside of a large city.
- There is no boys' hostel.
- There is no dual degree program.
- There will be no overseas trips for pupils.

➤ **OPPORTUNITIES:**

- UOL is situated in a manufacturing region; an institutional connectivity for research and development purposes can be established.
- Teachers may seek advice from nearby businesses.
- Students can acquire industrial experience/internships in the nearby area.

- Recruit more PHD academics, who are easily available due to Lahore's excellent educational rate.

➤ **THESE ARE THE THREATS:**

- Several establishments have opened in the surrounding area, which could pose a future danger for UOL.
- New policies enacted by the government.
- Some other colleges charge less tuition fees.

Learning as a Trainee

Ms. Nadia (Supervisor) was the very first person I met when I initially began as a student intern at UOL. We had an informal meeting to talk about the next steps for this project that we will be focusing on. I'm going to be able to handle my responsibilities properly after understanding more about the project at hand.

Responsibilities in the Human Resources Department

Maintain and fortify collaborations with additional organizations and Student Organizations. Write many forms of letters to society's office holders.

Contact the officers of the society to set up a meeting.

Keep the documents into which event records are pasted.

Finish my task within the time limit stated.

- Work hard as an individual or as part of a team
- One of my duties which was important is that we have told that to analyze the ads for the recruitment process.
- The supervisor gave the task to upload the ads on the website for their announcement.
- Short listing for the candidates who have applied for the job, based on the given requirement.
- Calling the candidates who have applied for the position.
- Maintaining the data and records in the system of responding individuals.
- E-mail to the candidates nominated for the position.
- Organizing the documents for hiring procedure records.

- Hosting the interview and the part of this integral step.
- Leading the selected persons to their departments.
- CV collection of the candidates who have dropped their CVs through physical visit of the organization.
- Delivering the faculty cards.
- During rush hours I am responsible for recording the data for certificates issuance
- An awareness-based event on the position and value of a HR have planned by a team, have assist in it.

A list of accomplishments

I spent a six-week period at UOL interning in the Recruitment Office. My boss assigned me numerous duties. I performed my best to do the job given to me competently and with effectiveness.

Learned fresh information:

My internship educated me much regarding the working atmosphere at the department of human resources.

Addressing Service Recipients Society questions:

Through the course of my internship, I acquired that I must be assured of what I am saying while responding to Office Bearers Society worries. I must be completely forthcoming about my position in order to answer challenging inquiries from the Committee of Recipients Organization.

Documentations:

I acquired how to manage the Office's paperwork and send messages to the Boss. Microsoft Excel and Microsoft Word are easier to use: I learnt how to use MS Office and Microsoft Word more successfully.

Teamwork:

I discovered that working in groups increases the efficacy of work and the speed with which it is completed.

How This Work Experience Will Benefit My Career:

This 6-week experience will help me perform better in any organization in the future.

- This hands-on experience will surely help me understand how a business works and how the corporate atmosphere impacts the recruitment of fresh recruits.
- It will also help me learn how to grow inside the organization and how to build partnerships within it. In summary, it was a wonderful job opportunity for me.

Problems encountered throughout the internship:

The following problems surfaced throughout my internship:

I was given no orientation as to what was expected of me or the rules that I was expected to abide by.

Interns have fewer desks at which to do their job.

There was a widespread outage of the internet.

Most file records are destroyed, making it impossible to identify a particular file when required, and there were no computers available for interns to use in the office to do their work.

Recommendations:

The University of Lahore has a great environment for working in general, although there are few things that may be better:

When interns join your team, make sure they get the training they need to do a good job.

Make sure interns have their own space to work in by giving them small, self-contained tasks.

Sign a contract with a reputable firm's Wi-Fi to make the data accessible to everybody.

The Human Resources team needs more workforce, because in some areas the work is immensely overwhelming. i.e., Mr. Hafiz working in the payroll department is working in stressed circumstances.

Conclusion

At UOL, you'll find a stimulating atmosphere and supportive coworkers. It often favors task-specific results and uses employee evaluations to determine areas for improvement in terms of training, coaching, and compensation.

At closing, I'd like to mention that I did my internship at the human resources department at the University of Lahore (UOL).

I started off working with human resources officers, where my main duty was to assist other employees. I helped with things like organizing files, keeping track of past events, and fielding questions from society leaders concerning staff expansion.

After experiencing a variety of departments and tasks, I can confidently state that my internship at UOL was invaluable. My internship has taught me a great deal about how businesses function. I've also picked up some useful knowledge on what to expect as a new employee and how to handle a variety of jobs.

In sum, I've learned a great deal throughout my six-week internship that will serve me well in the future. Having the opportunity to contribute to a group, however briefly, was a rewarding experience.

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