

## ANNUAL REPORT OUTLINE (FOR THE YEAR 2074/075)

### Cover Page:

Campus Name  
Full Address  
Established Date  
Budget Fiscal Year  
Report Publication Date

### Second Page:

Report Preparation Team  
Date of Report Endorsement by Management Committee

Executive Summary: Not exceeding two pages

### Table of Contents:

Background

Academic Progress

- Enrolment Trend Analysis of the Last Three Years (Program Wise / Level Wise)  
Disaggregated by Female and Educationally Disadvantaged Students
- Pass Rate Trend Analysis of the Last Three Years (Program Wise / Level Wise)  
Disaggregated by Female and Educationally Disadvantaged Students
- Graduate Trend Analysis of the Last Three Years (Program Wise/ Level Wise)  
Disaggregated by Female and Educationally Disadvantaged Students
- Programs
- Educational Pedagogy

Physical Progress

- Infrastructural Development
- Educational Aids
  - Educational Equipments (ICT, Lab Equipments, etc)
  - Books/Journals/Reference Materials
  - Furniture

Financial Progress

- Analysis of Financial Resources / Income of the Last Three Years
  - Self Generated Resources / Income
    - Students' Fees
    - Others
  - Grants from Government Sources
    - UCC
    - Other Government Bodies
  - Others Sources
- Expenditures Analysis of the Last Three Years
  - Recurrent Expenses
    - Salary
    - Others
  - Capital Expenditures

Major Infrastructures Development  
Minor Infrastructure Development  
Equipments  
Books

- Audit Observations / Issues and Steps Taken to Mitigate the Issues Raised by Audit Observations in the Last Fiscal Year

Social Progress

- Campus's Involvements in Social Activities
- Society's Contributions for Campus
- Plan for Campus's Contribution to Society
- Plan for Increased Involvement of Society in the Campus

Issues and Challenges

- Short Term
- Long Term
- Mitigation Measures Taken to Address the Issues and Meet the Challenges
- Plan for Addressing the Issues and Challenges

Annual Work Plan and Budget of the Current Fiscal Year (as per the Strategic Plan)

Projected Annual Work Plan and Budget of the Three Fiscal Years following the Current Fiscal Year (as per the Strategic Plan)