**ANNUAL REPORT OUTLINE**

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)