



Annual Program Report

Program Name:
Degree Title:
Program Code:
Department:
College:
Institution:
Academic year:
Branches offering the program:	<ul style="list-style-type: none">•••



Table of Contents

A. Program Previous Action Plan Implementation	3
B. General Statistics	3
1. Students	3
2. Cohort Analysis Of Current Graduate Batch.	3
3. Analysis (<i>list of strength, points for improvements and recommendations for General Statistics</i>)	4
C. Program Learning Outcomes Assessment	4
1. Program Learning Outcomes Assessment Results.....	4
2. Analysis (<i>list of strength, points for improvements and recommendations for Program Learning Outcomes Assessment</i>).....	5
D. Courses Analysis :	5
1. Courses Result (including field experience)	5
2. Analysis of Significant Results or Variations (25% or more).....	5
3. Delivery of Planned Courses.....	6
4. Analysis (<i>list of strength, points for improvements and recommendations of Courses Analysis</i>)	6
E. Program Activities	7
1. Students guidance and counseling.....	7
2. Professional Development Activities for Faculty, Teaching and other Staff.....	7
3. Scientific research and innovation	7
4. Community partnership.....	8
5. Analysis (<i>list of strength, points for improvements and recommendations of Program activities</i>)	8
F. Program Evaluation.....	9
1. Courses Evaluation.....	9
2. Graduate Evaluation for quality of the program.	9
3. Other Evaluations	9
(<i>e.g. Evaluations by employers or other stakeholders, Independent reviews and program consultations committee</i>).....	9
4. Key Performance Indicators KPI's.	10
5. Analysis (<i>list of strength, points for improvements and recommendations for Program Evaluation</i>).....	10
G. Challenges and difficulties	11
1. Program management difficulties (if any)	11
2. Internal challenges.....	11
3. External challenges	11
H. Program Improvement Plan	12
I. Authorized Signatures.....	13
J. Attachments :	13

A. Program Previous Action Plan Implementation

Accordioning the recommendations of previous year annual report, list the planned actions and their status.

Actions Planned	Planned Completion Date	Person Responsible	Completed Yes-No	If Not Complete	
				Reasons	Proposed action
1.					
2.					
3.					
4.					

B. General Statistics

1. Students

	Item	Result
1.	Number of students who started the program in the year concerned
2.	Number of students who graduated in the concerned year
3.	Number of students who Completed major tracks within the program (<i>if applicable</i>)	
	a. Title:
	b. Title :
	c. Title :
4.	Number of students who Completed an intermediate award specified as an early exit point (if any)	
5.	Completion rate:	
	a. Percentage of graduates students who completed the program in the minimal time (<i>Completion rate</i>)
	b. Percentage of graduates students who completed an intermediate exit Points/awarded degree in the minimal time (<i>if any</i>)
Comment on any special or unusual factors that might have affected the apparent completion rates :		
.....		
.....		

2. Cohort Analysis Of Current Graduate Batch.

Student Categories Years	Total cohort enrollment	Retained till the end of year	Withdrawn	Dropped and Retained in the same year	Cohort graduated successfully
Three Years Ago,					
Two Years Ago,					
Last Year					
Current Year					
Comment on the results:					
.....					
.....					

* add more rows for further years (if needed)

** attach separate cohort analysis report for each branch

3. Analysis (list of strength, points for improvements and recommendations for General Statistics)

Strengths :
.....
.....
Points for improvements :
.....
.....
Recommendations :
.....
.....

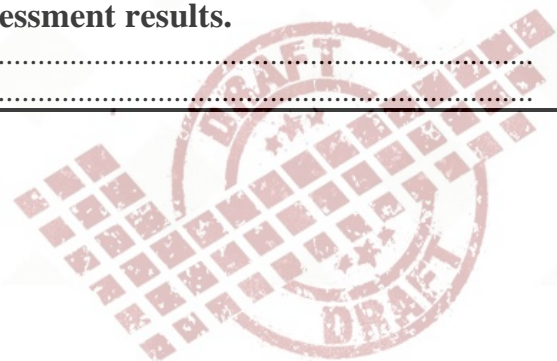
C. Program Learning Outcomes Assessment

1. Program Learning Outcomes Assessment Results.

#	Program Learning Outcomes	Type of assessment methods (Direct and Indirect)	Target Benchmark (percentage)	Evaluation result* (percentage)
Knowledge				
K1				
K2				
K3				
K4				
K..				
Skills				
S1				
S2				
S3				
S4				
S..				
Competencies				
C1				
C2				
C3				
C4				
C..				

** Attach a report on the program learning outcomes assessment results (for each branch)*

Comment on the Program Learning Outcome Assessment results.
.....
.....



2. Analysis (list of strength, points for improvements and recommendations for Program Learning Outcomes Assessment)

Strengths :
Points for Improvements :
Recommendations :

D. Courses Analysis :

1. Courses Result (including field experience)

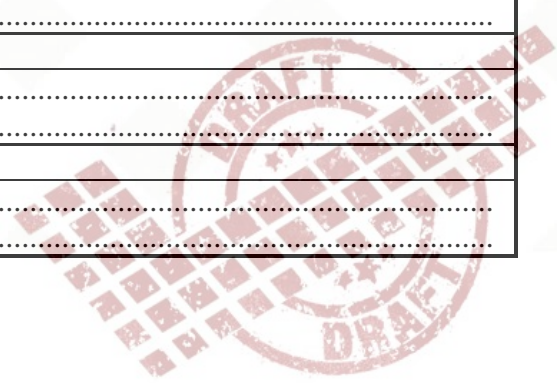
Course code	Total no. of students	No. of passed students	Passing rate	Previous year passing rate
1st semester				
.....
.....
.....
2nd semester				
.....
.....
.....
Comments on the passing rates, grade distributions, and trends :				

2. Analysis of Significant Results or Variations (25% or more).

List any courses where passing rates, grade distribution, or trends are significantly skewed, high or low results, or departed from policies on grades or assessments. For each course indicate what was done to investigate, the reason for the significant result, and what action has been taken.

Course :
Significant result or variation :
Investigation undertaken
Reasons for significant result or variation :
Action taken (if required) :

*Add additional tables (if needed)



3. Delivery of Planned Courses

Compensating Action Required for Units of Work **Not Taught** in Courses that were Offered.
(Complete only where units not taught were of enough importance to require some compensating action)

Course :
Unit of work:
Reason
Compensating action if required :

*Add additional tables (if needed)

4. Analysis (list of strength, points for improvements and recommendations of Courses Analysis)

Strengths :
Points for Improvements :
Recommendations :



E. Program Activities

1. Students guidance and counseling

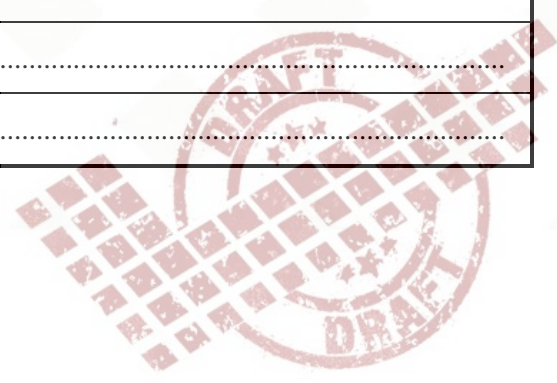
List Activities Provided	Brief Description
.....
.....
.....
.....
.....
.....
.....

2. Professional Development Activities for Faculty, Teaching and other Staff

List Activities Provided	No. of Participant		Brief Description
	Teaching Staff	Other Staff	
.....
.....
.....
.....
.....
.....
.....

3. Scientific research and innovation

List Activities Provided	Brief Description
.....
.....
.....
.....
.....



4. Community partnership

List Activities Provided	Brief Description
.....
.....
.....
.....
.....
.....
.....

5. Analysis (list of strength, points for improvements and recommendations of Program activities)

Strengths :
Points for Improvements :
Recommendations :



F. Program Evaluation

1. Courses Evaluation

List all courses of the program taught during the year. Indicate for each course whether student evaluations were undertaken, and/or other evaluations made of quality of teaching. For each course indicate Recommendations for improvement.

Course Title/Course Code	Student Evaluations (Yes-No)	Other Evaluation (specify)	Recommendations for improvement
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

2. Graduate Evaluation for quality of the program.

Date of Survey:	Number of Participants:
Evaluators comment	Program response
Strengths: <ul style="list-style-type: none"> • • •
Suggestions for improvement <ul style="list-style-type: none"> • • •

* Attach survey report

3. Other Evaluations

(e.g. Evaluations by employers or other stakeholders, Independent reviews and program consultations committee)

Evaluation method :	Date:	Number of Participants :
evaluators comment		Program response
Strengths: <ul style="list-style-type: none"> • •
Suggestions for improvement <ul style="list-style-type: none"> • •

* Attach review/survey report.



4. Key Performance Indicators KPI's.

KP I #	KPI	Target Benchmark	Actual Value	Internal Benchmarks	Analysis	New Target Benchmark
1
2
3
4
5
6

Comments on the Program KPIs and Benchmarks results :

5. Analysis (list of strength, points for improvements and recommendations for Program Evaluation)

Strengths :
Points for improvements :
Recommendations :



G. Challenges and difficulties

Challenges and difficulties	Implications on the program	Action taken
1.Program management difficulties (if any)		
.....
.....
.....
2.Internal challenges		
.....
.....
.....
3.External challenges		
.....
.....
.....



H. Program Improvement Plan

No.	Recommendations	Actions	Responsible Person	Date		Achievement indicator	Target Benchmark
				Start	End		
1
2
3
4
5
6



I. Authorized Signatures

Date of Department Council Approval:

Signatures :

Title	Name	Signature	Date
Program Chair/ Coordinator			
Dean/Department Head			

J. Attachments :

- **separate cohort analysis report for each branch**
- **report on the program learning outcomes assessment results (for each branch)**
- **surveys report (Students and Graduates)**
- **Programme Independent reviews report**

