

# ANNUAL REPORTS BY UNIVERSITIES, OTHER DEGREE AWARDING INSTITUTIONS, AND OTHER TERTIARY INSTITUTIONS

**PRESCRIBED FORMAT FOR ANNUAL REPORT** *(To be submitted to NCHE and copied to the Minister responsible for Education by 30<sup>th</sup> September of each year)*

The following information shall be given:

## 1. MAIN SUMMARY

Give a snapshot summary of institutional data in the format:

	Males	Females	Total
Students (Overall)			
Students (Ugandan)			
Students (International)			
Teaching Staff (Overall)			
a. PhD			
b. Masters			
c. Bachelor			
d. Postgraduate Diploma			
e. Diploma			
f. Certificate			
Full Time Teaching Staff			
Part Time Teaching Staff			
Lecture Space (Sq m)			
Library Space			
Relevant Books			
Computers (Students)			
Computers (Staff)			
Computers (Shared)			
Computers (Total)			
Computers (on Internet)			
Chairs			
Desks/Tables			

## 2. GOVERNANCE *(Existence and evidence of functioning of the following organs of the institution)*

- a) Governing Council/University Council
- b) Senate/ Academic Board
- c) Academic Staff Union/Association
- d) Non Academic Staff Union/Association
- e) Students Guild/ Union

## 3. STAFFING (ACADEMIC)

- a) Staffing segregated by academic qualifications in terms of those with PhD, Masters, Postgraduate Diplomas, Bachelors, Advanced Diplomas , Ordinary Diplomas, Certificates and further segregated by gender.
- b) Qualification profile of academic staff (gender)
- c) Full time and part time by faculty/unit
- d) Staff on study programmes/ Staff development programme ( by faculty /administrative unit and expected qualification e.g. First degree, masters etc)

**Academic Staff by qualification**

Title e.g	PhD		Masters		Bachelors		PGD		Total		
	F	M	F	M	F	M	F	M	F	M	Overall
Professor											
<b>Total</b>											

**Academic Staff by Parttime/Fulltime (Append a list of academic staff as specified)**

Title e.g	PhD				Masters				Bachelors				PGD				Total				
	FTime		Ptime		Ftime		Ptime		Ftime		Ptime		Ftime		Ptime		Ftime		Ptime		Overall
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
Professor																					
<b>Total</b>																					

**Staff Dev program and expected qualification**

Program	PhD		Masters		PGD		Dip		Total	
	F	M	F	M	F	M	F	M	F	M

**Completed Research and Publications by Institution Staff** (*Append staff involved title of research/ patent/ publication*)

Area/field of research conducted	Source of funds	Amount of funds	Patents registered	No. of publications

**4. STAFFING (ADMINISTRATIVE)**

**Administrative staff desegregated by academic qualifications and gender**

Title e.g	PhD		Masters		Bachelors		PGD		Total		
	F	M	F	M	F	M	F	M	F	M	Overall
US											
<b>Total</b>											

**5. ACADEMIC PROGRAMMES**

- a) Ordinary Diploma Programmes (in terms of duration, day or evening, distance , e-learning weekend/ holiday, in-service)
- b) Advanced Diploma (in terms of duration, day or evening, distance, e-learning, weekend/ holiday, in-service)

- c) First degree and segregated by length of programme, day or evening, distance, e-learning, weekend/ holiday, in-service
- d) Postgraduate diploma segregated as above
- e) Masters degree segregated as above
- f) PhD segregated as above

Programs	Duration	Day	Evening	Distance	inservice	online	e-learning	Others	
PhD									
1.									
2.									
etc									
Masters									
1.									
2.									
etc									
PGD									
1.									
2.									
etc									
Bachelors									
1.									
2.									
etc									
Diplomas									
1.									
2									
etc									

**6. STUDENTS (Numbers and not names should be provided)**

- a) Overall enrolment for the academic year (by gender)
- b) Undergraduates by (nationals and foreign given in totals and by gender)
- c) Eligible and admitted vs those who were qualified but were not admitted
- d) Admission into basic and health sciences faculties( e.g. Human medicine, agriculture , technology, veterinary medicine, environment, forestry, Biology, Physics, Chemistry)
- e) Admission to humanities based faculties ( totals and by gender)
- f) For public universities undergraduate admission by entry scheme: disabled , district quota, international, Interuniversity Council for East Africa, private, sports,national merit( totals and by gender)
- g) Undergraduate admission by unit/ faculty ( totals and by gender)
- h) Enrolment trends over 5-10 years depending on how long the institution has been operation legally
- i) Graduating students vs drop out rates

**Overall enrolment by gender and expected award**

Faculty	PhD		Masters		PGD		Dip		Cert		Total	
	F	M	F	M	F	M	F	M	F	M	F	M
e.g.												
Agric												
Medicine												
<b>Total</b>												

**Overall enrolment by gender and Nationality (Ugandan/Foreign)**

Faculty	Ugandan			Foreign			Total		
	F	M	Total	F	M	Total	F	M	Overall

**Eligible and admitted students**

Year e.g. 2010/11	A'level Applicants/Yr of sitting	Diploma Scheme Applicants	Quota System Admission	IUCEA	Others	Total Applicants (Numbers)	Admitted Govt	Admitted Private	Total Admitted
2010/11	2009								

**Admission details by program (Arts/ Science) and sponsorship**

	Science		Arts		Total
	Female	Male	Female	Male	
Govt					
Private					

**Summary of admissions by A'level School**

School e.g.	Number admitted	Faculty/unit to which admitted e.g						Total
		Eng	Sci	Agric	etc			
Namagunga								

**Overall enrolment by offering mode**

Faculty/School	Day	Evening	External	Total

**Graduating students**

Program	PhD		Masters		PGD		Dip		Total	
	F	M	F	M	F	M	F	M	F	M

**Graduate tracer summary (Those who graduated previous two academic year)**

*(Note that the figures in the table below are used just as a guide).*

Course/Programme e.g.	Year Graduated	Number Graduated	Number employed	Not Employed	Sector /Industry/employer	
e.g. B. Commerce	2009	60	40	20	Banking	10
					Private Business	10
	2010	90	30	60	etc.	
					Etc	

**Enrolment trend over the last 10 years**

Year	Overall Enrolment			Foreign		
	F	M	Total	F	M	Total

**7. SPACE (in square metres)**

- (a) Lecture room ( itemize by faculty/ unit)
- (b) Laboratories ( itemize by unit)
- (c) Work rooms (itemize by unit)
- (d) Circulation

**SPACE (in square metres)**

Faculty/ Unit	Lecture space	Area in square meters
	Laboratory Space	
	Administrative space	
	Others	

**8. LIBRARY FACILITIES**

- a) Main Library( Size in square metres, physical books in stock, physical serial titles, online bibliographical items , servers, workstations, online books, online serial titles, electronic databases, book bank collections)

b) Faculty/ Institute libraries ( giving details as above)

Facility	Number	Total area in meters	

c) Off campus libraries ( giving details as above)

d) Student / library space ratio

e) Student book ratio

Faculty/ Unit	Library space	Books			
		Textbooks	Reference	Journals	Others
		(Totals)			

E-lectronic library

E-library provider e.g	Computers	Accessible e-books/ publications		
		Journals	Reference	Others
Questia				

## 9. GAMES AND SPORTS FACILITIES

Number , acreage( in square metres),and location of

- Athletics track
- Football pitch
- Tennis Court
- Basketball court
- Netball pitch
- Cricket oval
- Rugby pitch
- Handball pitch
- Volleyball pitch
- Boxing arena
- Badminton court
- Gymnasium
- Swimming pool

## 10. COMPUTER FACILITIES

For each unit/faculty give information on:

- Number of computers
- Number of laptops
- Number of data points
- Computer student ratio

Computers and other facilities	Students	Staff	Administrators
Computers			
Laptops			
Internet access points			
Other facilities			

## 11. FINANCIAL INFORMATION

Give the following information:

### Income

- Government funding/ Foundation body funding
- Funding from fees
- Funding from donors
- Funding from investments ( e.g. Treasury bills/ bonds, fixed bank deposits, other income generating businesses)
- Endowments

Source of funding	Received previous year (Millions)	Budget Gap/shortage	Expected (Millions)	
Government				
Tuition				
Donors				
Income generating projects				
Endowments				
Others (specify)				

### Expenditure( amount and as percentage of total institutional budget)

- On new buildings
- Renovation of buildings
- Staff salaries and wages
- Library materials
- Computers and accessories
- Laboratory equipment
- Laboratory chemicals and materials
- Food and accommodation of students

**Institutional expenditure**

	Spent previous year (Millions)	Expected exp (Millions)
Administrative costs (specify)		
<b>Infrastructure</b>		
New buildings		
Building renovation		
<b>Staff</b>		
Staff Salaries/wages		
Research and publication		
Staff development		
<b>Library and Academic</b>		
Library materials		
Examinations		
<b>Equipment</b>		
Laboratory equipment		
Vehicles/transport		
Computers and accessories		
<b>Student Welfare</b>		
Food		
Accommodation		
Others (specify)		

**12. COMMUNITY INVOLVEMENT/ ENGAGEMENT**

**13. SELF ASSESSMENT**

- a. Institutional Self Assessment
- b. Programmes Self Assessment
- c. Assess your institution against Schedule 4 or 5 of Statutory Instrument No. 80 of 2005.
- d. State to what extent you have met the objectives for which your institution was set up

Name.....Signature.....

Designation.....

Date.....

Official Stamp: