



REPORT FORMAT

Annual Programme Monitoring Report

(Completed each year by every programme, between full review cycles)

This is a blank reporting format. Completed reports for each cycle are published by the Directorate of Quality Enhancement as they are approved.

Programme .. Department ..

Academic Year .. Programme Coordinator ..

Date ..

1. Enrolment, Progression and Completion

Cohort	Admitted	Progressed	Withdrawn	Graduated

2. Results Profile

Semester	Pass %	Mean CGPA	Distinctions	Repeats

3. Student Feedback Summary

Instrument	Responses	Mean Score	Lowest-Scoring Item



4. Curriculum Changes Made This Year

5. Staffing and Resource Changes

6. Actions Carried Forward From Last Year

Action	Owner	Status	Evidence

7. New Actions for the Coming Year

#	Action	Owner	Target Date

Programme Coordinator — signature & date

Head of Department — signature & date