A. Guidelines for Annual Report Preparation – 2018

1. Current Status of School/Institute

1.1 Academic Programs
   1.1.1 FY 2074/075 achievements & target based on program (YPO)
   1.1.2 Number of programs – Diploma/PCL, TSLC
   1.1.3 Total Graduates to till date (by gender and ethnicity breakdown)
   1.1.4 Employment status of the graduates.

1.2 Vocational Training Programs
   1.2.1 Number of Trainees/Graduates in each Trades
   1.2.2 Trade wise total graduates to till date (by gender and ethnicity breakdown)

1.3 Human Resource
   1.3.1 Status of Instructional and Administrative Staffs
   1.3.2 HRD (Training & Study): Details of Training, Exposure visits for last 5 years
   1.3.3 Staff Work load status

1.4 Infrastructure & Properties (with added building and/or properties in the last FY 2074/075)

1.5 Financial Status
   1.5.1 Progress Report
   1.5.2 Proposed and Current Budget
   1.5.3 Beruju status

2. Major Issues and Challenges
3. Opportunities and Future Programs
4. Conclusion and Recommendations
5. Annexes

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B. Guidelines for Presentation – 2018

1. Progress of running achievements/activities of FY 2074/075
   a. Achievements
   b. OJT
   c. Placement and Counseling
2. Major Issues/Challenges for effective delivery of the programs
3. Initiations taken to resolve the issues/challenges
4. Future directions
   a. Income generation
   b. Sustainability activities
5. Recommendations

Note:
- Presentation time - 15 Minutes (5 Minute Presentation & 10 Minute interaction)