

(Regulation 14(1)(l))

REPORTING FORMAT FOR ANNUAL REPORT FOR PUBLIC AND PRIVATE  
UNIVERSITIES IN TANZANIA

PART I  
INSTITUTIONAL DETAILS

1. Name of the Institution: .....
2. Category of the Institution (university/college/institute/centre/directorate/others (*please specify*))  
.....
3. Type of the institution (public/private/Public Private Partnership (PPP))  
.....
4. Particulars of the institution:-
  - (a) Physical address of the institution: .....
  - (b) Postal address of the institution: .....
  - (c) Postal Code: .....
  - (d) Telephone Numbers: .....
  - (e) Mobile Number: .....
  - (f) Fax Number: .....
  - (g) Email Address: .....
  - (h) Website: .....

PART II  
REPORT MATRIX

SN	(In your submission please tick (√) in the box if you have complied)	
1.	Statement by the Council /Board Chairman	
2.	Statement by Vice Chancellor/Principal	
3.	Background Information	
4.	Establishment and principal functions of the institution	
5.	Vision, Mission, core values and guiding principles	
6.	Governance and Management structure	
7.	Performance report:	
	(a) Governance	
	(b) Administration	
	(c) Academic matters	
	(d) Science, Technology, Innovation and other research matters	
	(e) Matters related to various academic units	
	(f) Students development and welfare	
	(g) Staff development and welfare	
	(h) Institutional resource mobilisation and management	
	(i) Institutional development matters	
	(j) Links and collaboration matters	
	(k) Public and community engagement	
	(l) Challenges and opportunities	
	(m) Future Plans (immediate and long term)	
8.	Audited Financial report (financial part only)	

I declare that the information provided above is true to the best of my own knowledge

Name: .....

Title: .....

Signature: .....

Date ...../.....20.....

Official Stamp or Seal