



ANNUAL REPORT – ACCREDITED INSTITUTION

Introduction

The Annual Report Template is a vital resource for institutions accredited by the Grenada National Accreditation Board (GNAB). It offers a structured framework for systematically documenting institutional activities, notable achievements, and continuous improvement efforts. This report ensures compliance with GNAB's accreditation standards while promoting transparency and accountability in institutional operations.

The primary objectives of the Annual Report are to:

- Provide a clear and comprehensive account of the institution's performance and operations.
- Demonstrate alignment with GNAB's quality assurance standards.
- Highlight progress in addressing areas for improvement identified during prior reviews.
- Illustrate the institution's dedication to quality, accountability, and ongoing enhancement.

Institutions are required to report on key areas, including governance, academic programs, quality assurance processes, staff development, student support services, and infrastructure. The Annual Report must be submitted annually on the institution's accreditation anniversary, serving as the foundation for GNAB's evaluation of compliance with accreditation requirements.

Part A - Institutional Profile and Reporting Information

Name of Institution:

Address of Institution:

Contact Information:

Telephone	
Website Address	
Email Address	

Reporting Period:

From: (dd/mm/yy)	To: (dd/mm/yy)
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Total Enrolled Students (*unduplicated headcount*)

Current reporting period:	Previous reporting period (if applicable)
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Total Faculty & Staff

Current reporting period		Previous reporting period (if applicable)	
Academic Staff:		Academic Staff:	
Administrative, Technical & Support Staff:		Administrative, Technical & Support Staff:	

Part B - Institutional Name, Control, Governance and Administration

- Has there been any change in the name of the institution in the reporting period? If so provide a rationale and details of the change.

- b. Have there been any changes with respect to institutional control or ownership (including any changes in the composition of the board or governing body) in the reporting period? Please explain and list all such changes.
- c. Have any changes been made to the institution's organisational structure in the reporting period? If yes, explain and attach the current and previous approved organizational charts indicating the date(s) for which approval of the changes was granted by the board or governing body.

Part C - Mission and Purpose

- a. Have there been any changes to the institutional Mission and/or Vision statements in the reporting period? If yes, provide copies of the previous and revised statements and a rationale for the change indicating the date(s) of approval by the board or governing body?

Part D - Teaching and Learning

- a. Provide a list of **all** programmes offered during the reporting period. List **all** programmes discontinued and introduced for the first time during the reporting period (for new or discontinued programmes indicate the date of board approval for the change – refer to substantive change policy).
- b. List any programmes with specialized accreditation inclusive of accreditation details (from GNAB or other EQAA). List any programme which received sanctions or adverse actions during the reporting period.
- c. Submit the most recent student satisfaction surveys.

Part E - Planning, Financial Resources and Campus Facilities

- a. Has the institution developed and approved any major strategic or other university-wide plans during the reporting period? Please provide a summary of any major planning documents developed and approved including supporting budget documents as appropriate.
- b. Provide copies of the institution's most recent audited financial statements (balance, income & expenditure, etc.)
- c. Provide a list of all campuses or sites which were in operation during the reporting period, including details of any major changes in classrooms, laboratories and student facilities at

each location. Major changes will include significant renovations, relocations, etc. Provide a list of any new campuses or campus closures during the reporting period.

Part F - Quality Assurance & Institutional Effectiveness

- List any external reviews on the institution or any programme for accreditation or other purpose which was conducted in the reporting period (from EQAAs or other regulatory bodies). Indicate whether any external reviews are planned for the next reporting period.
- Attach summaries of any major institutional evaluation reports and stakeholder feedback reports conducted during the reporting period including any quality enhancement plans related to these reports
- Provide an update on the issues and concerns outlined in the *Advancement Section* of the *Accreditation Comprehensive Site Visit Report*

For Official Use:

Next anticipated GNAB Institutional Accreditation site visit:

Date: (dd/mm/yy)	Type:	
	Focused	Comprehensive