**Annual Department Plan of Community and Environmental Service Activities**

**Academic Year: / Department: …………………**

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| **Activity Date/ Place** | **Target Group** | **Activity executors** | **Activities****(Training courses/ workshops/ Lectures)** |
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**Head of Department Head of Department Activities Committee**

**Annual Department Plan of Community and Environmental Service Activities Report**

**Academic Year: / Department: …………………**

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| **Evidence****(N.B: Attachments should be attached with the report as** **attendee signature list, brochures, handout, activity content,**  **photographs…etc.)** | **Benefits of Target Group from Activity** | **Activity Date/ Place** | **Target Group** | **Activity executors** | **Achieved Activities** **(Training courses/ Workshops/ Lectures )** |
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**Head of Department Head of Department Activities Committee**