EASTERN UNIVERSITY, SRI LANKA

SELF ASSESSMENT REPORT FOR INSTITUTIONAL REVIEW

PART - II

APPENDICES

APPENDIX 1

CORPORATE PLAN

Corporate Plan 2009 – 2013

Achieving Excellence in Teaching, Research and Dissemination of Knowledge

Eastern University, Sri Lanka

Published by

Eastern University, Sri Lanka
Vantharumoolai,
Chenkalady

FOREWORD

It is important for a Higher Educational Institute to have clear defined Vision and Mission with a well developed Corporate Plan for its future plans and development. There is urgency in the drive to convert plans and proposals into concrete action to achieve objectives of the Corporate Plan.

This five year Corporate Plan of the Eastern University, Sri Lanka for the period 2009 – 2013 has been developed through extensive consultative process involving all academic and administrative staff of the University. The proposed many programmes in the first Corporate Plan covering the period 2003 - 2007 did not materialize due to the limitation and restriction in financial and human resources which were beyond the control of the University.

This Corporate Plan clearly outlines the University's strategic objectives in accordance with the Vision, Mission and goals of the University and describes the major programmes for the implementation during the period 2009 – 2013. This plan also contains time-bound action plan for each of the programmes and required financial and human resources if necessary for the successful implementation of the programme.

I with sincere gratitude acknowledge and appreciate the staff of the University who actively contributed to this efforts and I am confident that the University will take appropriate action to implement the programme set-out in the Corporate Plan during the proposed period.

Dr.N.Pathmanathan
Actg. Vice-Chancellor

VISION

Eastern University, Sri Lanka aims to be a national centre of excellence for higher learning and research with a competitive advantage, responsive to the dynamics of the regional and global conditions.

MISSION

The mission is to pursue excellence in teaching, research and dissemination of knowledge through enhancing the institutional capacity, human resource and infrastructure development and good governance to serve socio economic and cultural need of the community.

EASTERN UNIVERSITY, SRI LANKA

The Eastern University, Sri Lanka, was established on the 1st of October 1986 by a University Order dated 26th September 1986 issued under section 2 of the Universities Act No. 16 of 1978. The University was preceded by the Batticaloa University College established on 1st August 1981. The Batticaloa University College began with two Faculties, namely the Faculty of Science and the Faculty of Agriculture. Both these faculties were affiliated to the University of Peradeniya.

The University College was upgraded to the University status with the additional Faculties of Commerce and Management & Cultural Studies in October 1986. The Faculty of Cultural Studies was then expanded to include the Department of Languages, the Department of social Sciences and the Department of Geography and renamed the Faculty of Arts and Culture in 1991.

The Trincomalee Campus of the Eastern University was established with effect from 15th June 2001 by Gazette notification dated 6th June 2001 with the two Faculties, namely Faculty of Communication & Business Studies and Applied Science.

The Swamy Vipulananda College of Music and Dance was established in Batticaloa 1981 by the Ministry of Regional Affairs and Hindu Culture. However, in 1997 the Commission permitted the EUSL to enroll diploma holders of the SVCMD for a degree programme in the Department of Fine Arts.

In April 2001, the Hon. Minister of Cultural Affairs ceremonially handed over the SVCMD to the Ministry of Higher Education and Information Technology with a request that the name of the college continue to be used. Thereafter, on a directive given by Her Excellency the President and based on the report of a Committee, the Swami Vipulananda Institute of Aesthetic Studies, Eastern University, Sri Lanka was established by Ordinance NO. 01 of 2005 to be operative from 14th March 2005.

The new Faculty of Health-Care Science (FHCS) was established by Gazette notification on 23rd November 2004. It was envisaged that it would conduct not only the medical course but also courses for the paramedical sciences, nursing, physiotherapy, pharmacy, radiography and medical laboratory technology.

The organization structure of the University

The organization structure of the Eastern University, Sri Lanka (Figure 01) is similar to that of conventional universities. The post of the Chancellor is an honorary post while the Vice-Chancellor is the principal executive officer. The Registrar is responsible for the custody of the records and the property of the university and its general administration. The Officers of the University are the Vice-Chancellor, the Registrar, the Deans of Faculties, the Librarian and the Bursar.

At the apex is the Council of the University which is responsible for its overall management. This is chaired by the Vice –Chancellor The Council of the EUSL consists of ten EUSL members and eleven outside members appointed by the UGC from among persons who have rendered distinguished services in Educational Professional Commercial, Industrial, Scientific or Administrative spheres. The Council is responsible for the overall management of the university including its systemic efficacy effectiveness and quality. It is also the Council of the university that finally approves its Corporate Plan, Annual Report, and other major documents that deal with Administration and Management of the university.

The EUSL has its academic and administrative arms, which are responsible for quality management and administration The overall responsibility for "Quality Assurance" rests with the Senate of the university. As academic responsibilities are decentralized to the faculties, the Faculty Boards are operationally responsible and accountable for ensuring quality at the lowest levels. The EUSL has five faculties, each of which is headed by the Dean of the Faculty. Meanwhile the Registrar of the University manages administrative functions including Student Affairs, Finances, Examination and Human Resources.

Within this structure the faculties are conceived as the main building blocks of academic administration. Apart from the academic departments, there are other units that are under the guidance of the vice-Chancellor of the University. The overall quality of management of the EUSL is excessively dependent on the capacity and efficacy of the academic departments.

In attempting to meet the demands for universalisation of education, equality in educational opportunities and provision of lifelong education, EUSL offers many Programmes and courses. The programmes are conducted by the Five faculties viz through Departments of Study (Figure 01)

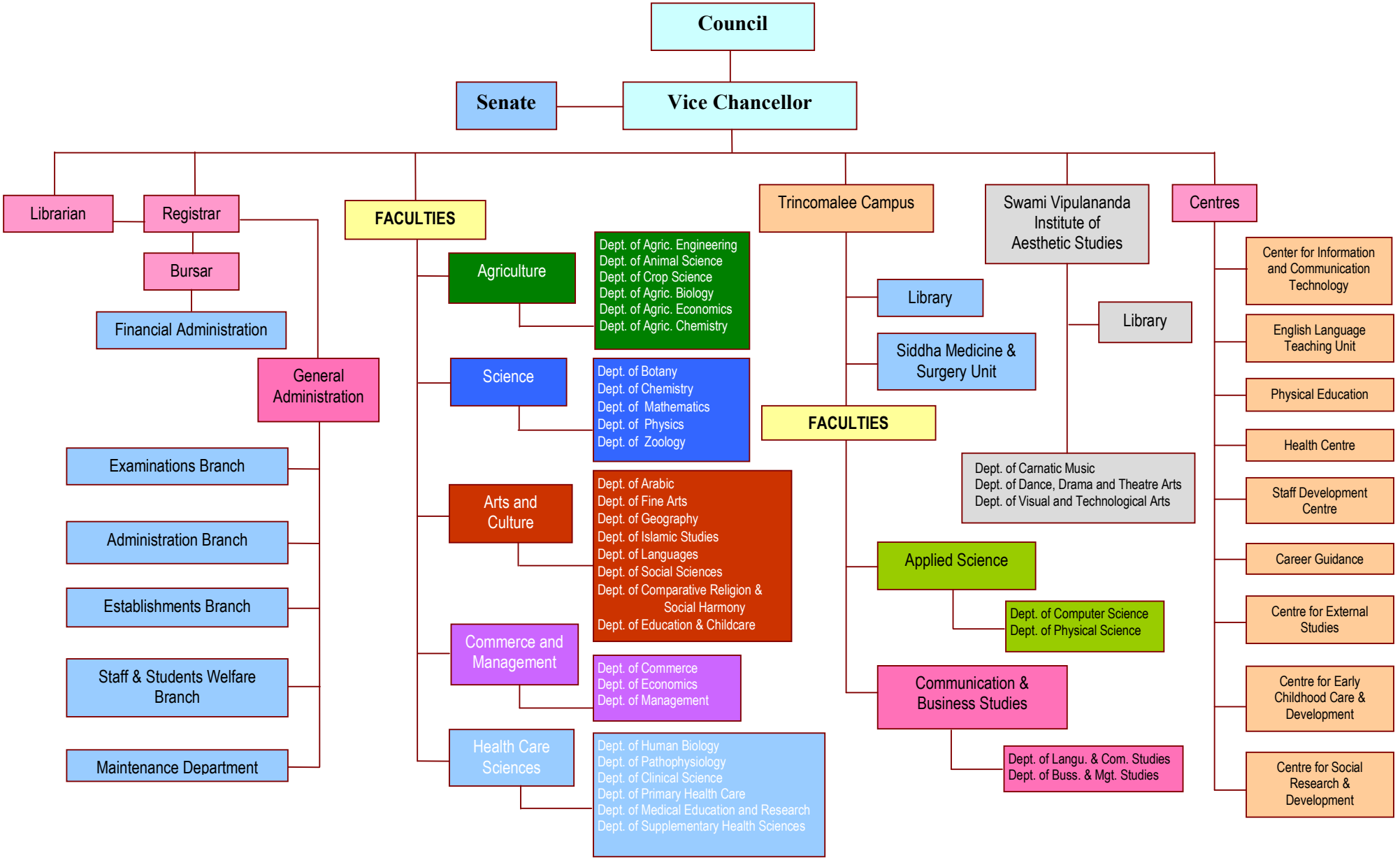


Figure 01: Organization Chart of Eastern University, Sri Lanka

Infrastructure Facilities and Student Support

Study System

The university provides education facilities to all the internal students allocated and admitted by the UGC. The external degree programmes includes specially designed printed lesson material for a self learner, discussion and classes, seminars, workshops, tutorial classes, laboratory and field work, e-mail and internet. The printed material offers the student the equivalent of lectures and tutorials. Students are provided with lesson material throughout the course.

Teaching also includes a system of continuous assessments, assignments, tests, project work etc. The assessments have a dual purpose viz. a tool as well as a means of helping the students to assess their own progress. Assignments are marked and returned to the student. The continuous assessment component also forms a part of the overall mark of the final examination.

Counseling of students in the appropriate selection of courses in selection of General/Special degree programme are provided by all faculties.

Programmes

The university has progressively increased the number of programmes offered at its inception to around 45. These programmes range from conventional, non-conventional, job oriented to continuing further education. The programmes are at Certificate, Diploma, Degree and Postgraduate level which provide an opportunity for entry at different levels.

Outreach

The university is located on 126 acres land at Vantharumoolai, Chenkalady. Academic and Administrative Secretariats have been established in the Old Complex area and the faculty complexes are proposed to built in the New Complex area. All facilities to students and staff are arranged in the university complex areas.

Collaboration and Partnerships

The EUSL considers collaboration and partnership with other institutions to be of great importance in developing curricula for programmes of study, staff development as well as the development of infrastructure. The university collaborates with the conventional universities, research institutes, the corporate sector and NGOs. The EUSL has established strong links with several universities overseas, both conventional and open in India, Thailand and Norway.

Community services

The provision of educational facilities to students through external mode is in itself a huge community service. Students have the opportunity to learn English language and Information Technology. Another community service provided by the EUSL is to maintain model pre-schools in and around Batticaloa for the benefit of the children and people of the area. The CICT of EUSL is actively engaged in providing several community services.

Mr.A.Pahirathan

Actg. Registrar

Goals of the Eastern University, Sri Lanka

1. To pursue excellence in teaching, research and dissemination of knowledge.
2. To enhance the institutional capacity through human resource, infrastructure and other resource development.
3. To serve socio economic and cultural needs of the community.
4. To maintain and enhance good governance.

Objectives and Strategies

GOAL 1: TO PURSUE EXCELLENCE IN TEACHING, RESEARCH AND DISSEMINATION OF KNOWLEDGE

Objective 1.1: To revitalize the study programs to produce employable graduates in response to the changing needs of the, nation and globe.

Strategies to achieve the Objective 1.1:

1.1.A1: To commence three new undergraduate study programme.

1.1.A2: To offer two new postgraduate study programmes.

1.1.A3: To commence two doctoral programmes in Management and Economics each.

1.1.B1: Review, restructure and consolidate the existing courses and programmes of study and develop new courses as necessary, to suit the job market.

1.1.B2: Provide facilities for experiential learning and community interaction programmes to enhance students to gain knowledge in 'know-how' and 'do-how'.

1.1.B3: Initiate cross discipline study programmes with other faculties/units of EUSL to promote career opportunities.

1.1.C1: Identify the present needs and introduce the new courses to suit the present context.

1.1.D1: Restructure and consolidate the existing course and programme of the study.

1.1.D2: Introduce the new course to suit the present context.

1.1.E1: Preparation of curriculum for new courses in accordance with region – national and the global needs and trends.

1.1.F1: To recruit, develop and retain intellectual capital.

1.1.G1: Formation of committee consisting of stake holders including potential job markets.

1.1.L1: Lectures on Library & Information Sciences for undergraduates using new technologies and hands on practical.

Objective 1.2: To improve the relevance and of the Curricula

Strategies to achieve the Objective 1.2:

1.2.A1: To review the curriculum of existing undergraduate and post graduate courses before the commencement of academic sessions.

1.2.A2: To revise the curriculum completely in every four years.

1.2.B1: Improve existing curricula.

1.2.B2: Prepare curricula for Aquaculture and Fisheries.

1.2.C1: Create the benchmark for each courses based on the high ranking university.

1.2.C2: Review, restructure, revise, and consolidate the existing courses and programme of studies.

1.2.D1: Review the course structure and curriculum create the benchmark for each course based on other university programmes.

1.2.E1: Form Curriculum Review Committee and assign experts in this field.

1.2.E2: Collecting material inputs needed to the study programme.

1.2.F2: To design market driven curriculum.

1.2.G1: Design and implementation of academic programme to suit the Job market.

1.2.L1: Provide up dated reading materials from various sources in the form of books, periodicals and e-sources.

Objective 1.3: To enhance the research capacity of the institution

Strategies to achieve the Objective 1.3

1.3.A1: To encourage & facilitate the academic staff to publish at least a research paper in a year.

1.3.A2: To conduct a research forum once a year.

1.3.A3: To increase number of credits for the research component of the curriculum.

1.3.A4: To introduce awarding system for best research work.

1.3.B1: Expand facilities available for research.

1.3.B2: Encourage local and foreign researchers to undertake research related to agricultural study area.

1.3.B3: Encourage staff and students in the publication of research findings and other Scholarly writings.

1.3.C1: Utilize the service of teachers in research area and encourage them to research.

1.3.C2: Increase physical resource needed to develop research activity.

1.3.D1: Encourage the service of teachers in research area and induce them to involve in research work.

1.3.D2: Encourage local and foreign researchers to undertake research related to Social Science and Humanities study area.

1.3.E1: Arrangement for research programme and publications.

1.3.E2: Staff exchange and collaborate programmes in research studies.

1.3.F1: Campus and corporate partnership.

1.3.G1: Improve research facilities.

1.3.L1: Publications of research text books and journal on library & Information Sciences periodically.

1.3.L2: Providing research journals, and research articles from various sources in the form of books, periodicals, e-sources.

1.3.L3: Organize research seminars on Library & Information Sciences.

Objective 1.4: To encourage dissemination of knowledge

Strategies to achieve the objective 1.4

1.4.A1: To encourage & facilitate the academic staff to publish text books.

1.4.A2: To create research fund for the release of research publications.

1.4.A3: To publish best research paper in the faculty journal.

1.4.B1: Disseminate knowledge and skill to peasant and commercial entrepreneurs who are involved in Crop and Livestock farming.

1.4.B2: Enhance external degree programmes and extension services to attract external students population of 300 by 2011.

1.4.B3: Organize extension outreach programme.

1.4.C1: Create means and ways to disseminate the knowledge.

1.4.D1: To develop and initiate ways to disseminate the knowledge.

1.4.E1: Publication of books and conduct seminars.

1.4.F1: Campus and community partnership.

1.4.F2: Campus and students partnership.

1.4.G1: Provide Ideal Lecture Room.

1.4.G2: Conduct exhibition and perform programmes time to time.

1.4.G3: Directing cultural programmes and arrange them on regular basis.

1.4.L1: Develop link with other Higher Education Institutes, Research Institute at National and International level for bilateral exchange of information as much as possible.

1.4.L2: Provide Current Awareness Services (CAS) such as Content Page Service, Selective Dissemination of Knowledge (SDI) Services and Bulletin Board Service.

1.4.L3: Create a new service called as 'Ask a Librarian' through library web page to answer the queries from the customers.

1.4.L4: Celebrate Library Week to feed access points of information hubs.

GOAL 2: TO ENHANCE THE INSTITUTIONAL CAPACITY THROUGH HUMAN RESOURCE, INFRASTRUCTURE AND OTHER RESOURCE DEVELOPMENT.

Objective 2.1:To upgrade the academic knowledge of the staff.

Strategies to achieve the Objective 2.1:

2.1.A1: To promote academic partnership with national universities.

2.1.A2: To implement the quality assurance practices efficiently and effectively.

2.1.A3: To provide short-term trainings for staff for improving their teaching methodology and subject knowledge.

2.1.A4: To encourage academic staff to read for PhD.

2.1.A5: To encourage the lecturers (Probationary) to get confirmed and promoted to senior grades

2.1.A6: To have double the number of permanent staff by the end of 2011.

2.1.A7: To hire Visiting Lecturers/Professors.

2.1.A8: To create ten temporary cadres for lecturers and tutors.

2.1.A9: To create fifteen new cadres for non academic staff.

2.1.B1: Explore available opportunities in Sri Lanka and abroad to improve staff development through training and post graduate programmes.

2.1.B2: Improve teaching by introducing new teaching methods and improving presentation and communication skills of the staff.

2.1.C1: Offer wide range of opportunities for education and training.

2.1.D1: Ensure the available opportunities in local and foreign countries to improve staff development through training and postgraduate programmes.

2.1.E1: Obtain service from Staff Development Centre and periodically allocate staff to under go the training programmes.

2.1.G1: Ensure financial sources and development plans.

2.1.L1: Provision of training facilities for library staff to overcome the technological challenges occur periodically.

Objective 2.2: To secure and improve infrastructure and other resources for strengthening the capacity of the institution

Strategies to achieve the objective 2.2

2.2.A1 To complete the construction of faculty complex by the end of 2011.

2.2.A2 To establish a separate computer laboratory with 150 terminals.

2.2.1B: Ensure effective utilization of recourses available in the faculty.

2.2.B2: Strengthen and reorganize newly established departments namely Departments of Crop Science, Agric. Biology, Agric. Chemistry and Agric. Engineering.

2.2.B3: Improve facilities in the faculty centers and units.

2.2.C1: Seek the assistance to upgrade the infra-structure facilities.

2.2.D1: Ensure effective utilization of resources available in each department.

2.2.D2: Strengthen and reorganize newly established department and faculty.

2.2.E2: Obtain fund from government and donor agencies.

2.2.L1: Create two branch libraries for the Faculties of Agriculture and Science.

2.2.L2: Planning for new Library building, with more work stations for the access of internet for staff and students in the library.

2.2.L3: Installation of a New Library Integrated Software for fully automated network functions.

GOAL 3: TO SERVE SOCIO ECONOMIC AND CULTURAL NEEDS OF THE COMMUNITY.

Objective 3.1: To provide opportunities

Strategies to achieve the Objective 3.1:

3.1.A1: To make link with professional bodies, industries and society for mutual benefits.

3.1.A2: To strengthen the activities of the special units (CEFE and YEA) operating under the faculty **.**

3.1.B1: Identify technical and socio-economic issue areas constraining the farm productivity by close interaction with them, so that the faculty could seek appropriate solutions to overcome them.

3.1.B2: Develop opportunities for the farming community and the faculty to benefit mutually from the resources within and outside faculty.

3.1.B3: Sustain productivity of improved seed and planting materials and breeding of livestock to meet the requirement of the public.

3.1.C1: Identify the socio economic and cultural needs of the community.

3.1.D1: Identify the socio-economic and cultural needs of the community.

3.1.E1: Faculty and state preventive health sector linkage and community participation.

3.1.G1: Identify technical socio economic needs of the community, who are engaged in aesthetic activities, and provide appropriate solution for their needs.

3.1.L1: Initiatives to interconnect the university library with the society and providing demonstration programmes to absorb their information to uplift their economic level.

3.1.L2: Introduce extension courses in library science to the educated members to guide others in their own society.

Objective 3.2: To preserve and enrich the tradition, culture and human values of the community

Strategies to achieve the Objective 3.2:

3.2.A1: Ensure a friendly, warm, professional and positive environment for staff, students and community.

3.2.A2: Promote flexible, adaptable, and responsive approaches to all our activities.

3.2.A3: Identify and establish Alumni Groups.

3.2.B1: Ensure a friendly, warm, professional and positive environment for staff, students and community.

3.2.B2: Promoting flexible, adaptable, and responsive approaches to all our activities.

3.2.B3: Identify and establish Alumni Groups.

3.2.C1: Understand the custom of the activity by respecting culture and human values.

3.2.D1: Ensure a friendly, warm, professional and positive environment for staff, students and community.

3.2.E1: To preserve and enrich the traditions, culture and human values of the community.

3.2.G1: Formulate and important programmes to preserve and enrich traditions, culture and human values of community.

3.2.L1: Collect and preserve the traditional and cultural monuments from other regions.

3.2.L2: Encourage the society members to supply the traditional Ola leafs and other materials to the library for special and preservation.

3.2.L3: Initiate instructional programmes for students about the Sri Lankan traditional matters and their values for preservation for the future generation.

GOAL 4: TO MAINTAIN AND ENHANCE GOOD GOVERNANCE

Objective 4.1: To utilize the resources effectively and efficiently

Strategies to achieve the Objective 4.1:

4.1.A1: Exercising quality, reliability, transparency and professionalism in the use of recourses.

4.1.A2: Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful (with lawful expenditure).

4.1.A3: Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultations.

4.1.B1: Exercising quality, reliability, transparency and professionalism in the use of recourses.

4.1.B2: Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful.

4.1.B3: Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation.

4.1.C1: Make the stake holders realize the efficient and effective use of resources.

4.1.D1: Exercising quality, reliability, transparency and professionalism in the use of resources.

4.1.E1: Monitor, evaluate and control the resources.

4.1.G1: Observe ethical manners in all activities where recourses are utilized.

4.1.L1: See the official function of the library.
Maintain good discipline in the use of Library.
Make available of the materials to all the customers without any differences.

4.1.L2: To provide equal opportunities to all library staff and end users.
Maintain good relationship with them.

Objective 4.2: To enhance social harmony among stakeholders.

Strategies to achieve the Objective 4.2:

4.2.A1: Ensure that people from all backgrounds have the opportunity to study in our faculty and that encourage a wider social mix.

4.2.A2: Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements.

4.2.B1: Ensure that people from all backgrounds have the opportunity to study in our faculty and that encourage a wider social mix.

4.2.B2: Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements.

4.2.C1: Create opportunity for gathering, interaction and meeting among stake holders.

4.2.D1: Create opportunities for gathering, interaction and meeting among stake holders.

4.2.E1: Strengthen participatory decision making procedures and cultural activities.

4.2.G1: Improve Social & inter cultural harmony among stake holders.

Programmes and Action Plans

Action plan – Faculty of Commerce & Management

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	1.1.1	Design Curriculum and approve for BBA (insurance & Banking) Design Curriculum and approve for BBA (Tourism), Design Curriculum and approve for BBA (Information & Communication Technology)																				
	1.1.2	Design Curriculum and approve for M.Sc. (Accountancy & Finance) Design Curriculum and approve for M.Phil (Economics)																				
	1.1.3	Design Curriculum and approve for PhD (Management) Design Curriculum and approve for PhD (Economics)																				
1.2	1.2.1	Set up review committee consisting of specialists in the subjects (senior lecturers), and representatives of students and industrialists, and process and review the syllabuses before commencing the academic sessions, and approve them in the faculty board																				
	1.2.2	Set up review committee consisting of specialists in the subjects (senior lecturers), and representatives of students and industrialists, process the review and prepare the reports, and send the reviewed curricula to the consultants for finalization, and get approval																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
2.1	2.1.1	To prepare, approve and sign a MOU with universities locally and outside Sri Lanka in the field of Management, Accounting, and Economics																				
	2.1.2	Implement Peer Evaluation to evaluate the quality of teaching of all the lecturers Hold meetings of lecturers once a month to discuss the progress of teaching at the department level																				
	2.1.3	Place all the academic staff in training on teaching methodology and subject areas for a period ranging from three days to six months through SDC on priority basis																				
	2.1.4	Provide offer to an academic staff to read PhD on seniority basis in the field of Management, Commerce, Economics, and Accountancy																				
	2.1.5	Request all the lecturers (Probationary) to register themselves to pursue a Master Degree programme in local or foreign universities																				
2.2	2.2.1	Get approval for new cadres and recruit suitable candidates to the cadres as planned in the annexure 1																				
	2.2.2	Get approval to hire the visiting lectures as planned in annexure II																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	2.2.3	Get approval for new cadres and recruit suitable candidates to the cadres as planned in the annexure III																				
	2.2.4	Get approval for new cadre as planned in annexure IV																				
3.1	**3.1.1**	Request all the staff to engage in research and publish the research papers by making them free from other activities to enable them to complete the task within a period of three months																				
	3.1.2	Request all the senior staff to engage in developing text books and publish them and provide grants to their each publication																				
	3.1.3	Organize the research forum at the beginning of an academic year at the faculty level with the involvement of the final year students.																				
3.2	**3.2.1**	Increase the current number of credits for the research component by one credit with the approval of the curriculum evaluation committee and the senate																				
	3.2.2	Set up a committee comprising five senior lecturers and assign the task to design a rewarding system for best researches of the students and with the approval of the faculty board																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
3.2	3.2.3	Write a proposal to create a fund and get it approved obtain approval																				
	3.2.4	Request students to submit their research papers to publish in the faculty journal and get reviewed them with the reviewers and publish them																				
4.1	4.1.1.1	Establish sub committees for faculty centers and units																				
	4.1.1.2	Schedule regular meeting of sub committees for faculty centers and units																				
	4.1.1.3	Submit progress reports of faculty centers and units to the faculty board and senate																				
	4.1.2.1	Regular update of faculty organization structure & layout																				
	4.1.2.2	Ensure participative approaches in decision making																				
4.2	4.2.1	Encourage and organize cultural program																				
	4.2.2	Define clearly the tasks to be done by the officers																				
	4.2.3	Request all heads of department to submit a annual activity plan (and the way to implement it) with implementation schedule																				
	4.2.4	Ensure that the delegation of power match with the responsibilities																				

Action plan – Faculty of Agriculture

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
1.1	1.1.1.1	Develop and offer demand driven short courses and certificate courses																				
	1.1.1.2	Design degree courses in Food Science and Technology and get the approval																				
	1.1.1.3	Design Degree courses in Aquaculture and Fisheries and get the approval																				
	1.1.1.4	Establish new educational disciplines																				
	1.1.2.1	Restructure full-fledged laboratories for experiments and researches																				
	1.1.2.2	Organize RAWE program																				
	1.1.2.3	Find related agricultural industries and have close contact with them																				
	1.1.2.4	Provide industrial trainings to the students																				
	1.1.2.5	Provide In-Plant Training Program to students																				
	1.1.3.1	Conduct “SPSS workshop” through CICT, EUSL																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.1.3.2	Offer career development workshop and training through career development centres																				
	1.1.3.3	Organize professional development lecture series under the sponsorship of SDC																				
1.2	**1.2.1.1**	Establish Curriculum Revision Task Force																				
	1.2.1.2	Propose revised curricula and get obtain approval																				
1.3	**1.3.1.1**	Establish affiliation with recognize universities and institutions to promote researches.																				
	1.3.1.2	Facilitate visit of experts in specialized field of study for interaction with staff and students to strengthen research programs.																				
	1.3.1.3	Improve research infrastructures and efficiency of its use.																				
	1.3.1.4	Promote outside endowments to the research development fund																				
	1.3.2.1	Establish on Scientific and Technical Cooperation with research experts in agricultural research, education and training																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.3.2.2	Organize a program to exchange knowledge and skills in the current development																				
	1.3.2.3	linkages with regional and international agricultural institutions																				
	1.3.3.1	Provide facilities to the staff and students to participate in the local and international research conferences and research congress																				
	1.3.3.2	Organize annual research congress of the Faculty of Agriculture																				
	1.3.3.3	Ensure regular publication of the faculty journal – AGREAST																				
	1.3.3.4	Ensure regular publication of the student's journal – ERMUNAI																				
1.4	**1.4.1.1**	Organize breeding programs to deliver new varieties of crops and livestock breeds																				
	1.4.1.2	Develop appropriate low-cost technology packages that could be easily adopted by farming community																				
	1.4.1.3	Conduct trainings, seminars, workshops, field schools and field days to disseminate knowledge and skills for specific clientele based on local and national need																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	1.4.2.1	Identify and commence new diploma courses																				
	1.4.2.2	Implement Distance Education and Modernisation Program (DEMP) in the faculty																				
	1.4.2.3	Create and organize awareness program to publicize the courses and offer them at an affordable fee																				
	1.4.3	Raising farm economy through training extension programmes and planning of appropriate cropping patterns																				
2.1	2.1.1	Presenting appropriate and simple implements (mechanization) in addressing the problem of labour shortage																				
	2.1.2	Maintain efficient usages of equipment used for research and teaching																				
	2.1.3	Generate self finance through faculty centers and units																				
2.2	2.2.1	Identify and recognize the academic and non academic cadres of the departments																				
	2.2.2	Develop cadre utilization and planning of the department																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	2.2.3	Provide full furnished offices to the staff																				
2.3	**2.3.1**	Improve facilities in the offset printing unit																				
	2.3.2	Improve facilities in the Faculty library and language unit																				
	2.3.3	Improve facilities in the IT Laboratory and multi media room																				
	2.3.4	Improve facilities in the Poultry Hatchery and Poultry Breeding Unit																				
	2.3.5	Improve facilities in the Vegetable Seeds Production and Marketing Unit																				
3.1	**3.1.1**	Undertake consultancy services																				
	3.1.2	Establish plant and animal clinical units to identify diseases and pests and to provide remedial measures																				
	3.1.3	Organize Pest and Disease Surveillance systems in order to forecast pests and diseases to the farmer																				
3.2	**3.2.1**	Develop database of staff, students and community																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	3.2.2	Organise a workshop on establishing good working environment																				
	3.2.3	Provide appropriate duties and responsibilities of activities																				
4.1	4.1.1.1	Establish subcommittees for faculty centers and units																				
	4.1.1.2	Schedule regular meeting of subcommittees for faculty centers and units																				
	4.1.1.3	Submit progress reports of faculty centers and units to the faculty board and senate																				
	4.1.2.1	Regular update of faculty organization structure and layout																				
	4.1.2.2	Ensure participative approaches in decision making																				
4.2	4.2.1	Encourage and organize cultural program																				
	4.2.2	Define clearly the tasks to be done by the officers																				
	4.2.3	Request all heads of department to submit an annual activity plan with implementation structure and the way to implement it																				
	4.2.4	Ensure that the delegation of power match with responsibilities																				

Action plan – Faculty of Science

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
1.1	1.1.1.1	Study current trend, changes and innovations in higher education.																				
	1.1.1.2	Start the new four year special degree programme.																				
		• Design curriculum and get approval for Bachelor of Information Technology (BIT)																				
		• Design curriculum and get approval for Bachelor of Computer Science.(BCS)																				
		• Design curriculum and get approval for BSc in aquatic resource management.																				
	1.1.1.3	Commence new certificate, diploma post graduate degrees.																				
		• Certificate in Advanced mathematical software packages																				
		• Certificate in Electronics																				
		• Certificate in Computer Hardware Technology																				
		• Conduct Diploma in Aquatic Resource Management																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		• Commence Master of Science Education (MSE)																				
		• Design curricula and get approval for MSc in Computational Mathematics																				
		• Design curricula and get approval for PhD in Mathematics																				
	1.1.1.4	Introduce Skill Oriented Programmes																				
1.2	**1.2.1.1**	Interact with other Universities and learn better practices																				
	1.2.1.2	Conduct workshop on revising the existing statement and creating benchmark.																				
	1.2.1.3	Introduce the in-course industrial and field training																				
	1.2.1.4	Make the major curricula revision																				
	1.2.2.1	Conduct peer observation and receive feed back, comments from students regarding teaching, materials and other facilities																				
	1.2.2.2	Evaluate attainments and activities of staff members.																				
	1.2.2.3	Formulate subject review committee consisting senior lecturers and expert																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.2.2.4	Invite the Consultant from other institution to review and develop curricula.																				
	1.2.2.5	Adopt innovative changes and techniques in the field of education.																				
	1.2.2.6	Conduct SWOT analysis																				
	1.2.2.7	Assess the quality of learning by External Quality Assurance (EQA) team																				
	1.2.2.8	Adopting the suggestions of EQA in order to improve the quality																				
	1.2.2.9	Prepare for the education for accreditation certification																				
	1.2.2.10	Prepare for faculty and institutional ranking.																				
1.3	**1.3.1.1**	Support the research by granting																				
	1.3.1.2	Conduct the research forum to encourage the junior staff																				
	1.3.1.3	Develop the collaborative research with national and international institutions																				
	1.3.1.4	Conduct trainings on laboratory safety measures and management																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.3.1.5	Provide the staff with the opportunity to engage in funding project.																				
	1.3.2.1	Modernize existing laboratories and establish new laboratories equipped with model equipments.																				
		• Purchase and upgrade equipments																				
		• Establish IT laboratory for mathematics department																				
	1.3.2.2	Establish Research Centers and Testing Units																				
		• Set up Mangrove Research Centre																				
		• Run the Environmental Testing Unit																				
		• Develop Gardens and Research frosty																				
	1.3.2.3	Purchase the research journals, publications and books																				
	1.3.2.4	Set up libraries for faculty with journals, CDs for literature search with associate equipments, on line search and linkages to other libraries.																				
1.4	**1.4.1.1**	Conduct Research Forum, Symposium and work shop																				
	1.4.1.2	Conduct Annual Research Session																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.4.1.3	Publish Journals and books																				
	1.4.1.4	Develop Faculty website with easy to access database.																				
	1.4.1.5	Organize Exhibition																				
2.1	**2.1.1.1**	Invite the visiting lecturers to deliver lectures in the specific fields																				
	2.1.1.2	Organize the field trips, short visist for both staff and student																				
	2.1.1.3	Encourage the staff to participate the national and international forum.																				
	2.1.1.4	Support to attend different knowledge and skill based training																				
	2.1.1.5	Enhance skills in proposal writing and academic writing																				
	2.1.1.6	Enrich the administrative skills of staff.																				
	2.1.1.7	Encourage interdisciplinary research and high quality academic and industrial collaboration.																				
		• Cochin University of Science and Technology, Kerela, India.																				
		• University of Tromso, Norway																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		• University of Life Science and Technology.																				
		• University of Kwa Zulu Natal, Durban, South Africa																				
		• University of the Witwatersrand, Johannnesburg South Africa.																				
2.2	2.2.1.1	Create the income generating activities and project																				
	2.2.1.2	Write the proposals for funding																				
	2.2.1.3	Explore the possibilities of getting fund from donor agencies																				
	2.2.1.4	Make bilateral link with developed institutions to upgrade the infrastructure facilities for teaching and research.																				
	2.2.1.5	Prepare work plan for good maintenance of existing facilities.																				
	2.2.1.6	Update the academic software packages																				
3.1	3.1.1.1	Conduct the survey and research regarding the needs of the community																				
	3.1.1.2	Promote staff to contribute to the regional and national development by research																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	3.1.1.3	Organize the awareness programme and activities among the community on current issue such as environmental and water pollution and solid waste management																				
	3.1.1.4	Conduct seminar, workshop and demonstration for school children and teachers.																				
	3.1.1.5	Increase number of students intake by merit from the region																				
	3.1.1.6	Provide job opportunities by creating more cadres																				
	3.1.1.7	Activate the Centre for Aquatic Resource Management																				
	3.1.1.8	Conduct the field demonstration for production of fingerlings in the CARM																				
	3.1.1.9	Play a role in Co-Management of fresh water fisheries																				
3.2	**3.2.1.1**	Interacting the community by preserving their culture.																				
	3.2.1.2	Preserve the scenic beauty of the regions with the proper scientific applications																				
	3.2.1.3	Enhance the creativity of the community with maintaining the customs																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	3.2.1.4	Understand the values of the resources																				
	3.2.1.5	Adding the value of recourses to preserve the beauty																				
4.1	**4.1.1.1.**	Mobilize among staff and student on important of recourses																				
	4.1.1.2	Delegate authority and responsibility among environment																				
	4.1.1.3	Provide good working environment																				
	4.1.1.4	Strengthen monitoring activities																				
	4.1.1.5	Follow the recommended guideline																				
	4.1.1.6	Assess the effective and efficient use of resources																				
	4.1.1.7	Provide equal opportunity to persons with equal qualifications																				
4.2	**4.2.1.1**	Conduct board meetings once a month																				
	4.2.1.2	Follow participatory decision making																				
	4.2.1.3	Conduct Cultural day, Employment day and Alumni day																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	4.2.1.4	Facilitate students gathering functions																				
	4.2.1.5	Participate in the ups and down events of staff																				
	4.2.1.6	Conduct sports events among staff and students																				

Action plan – Faculty of Arts & Culture

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	1.1.1.1	Start the new general programme in History																				
		• Study current trend, changes and innovation in higher education																				
		• Design the curriculum and get approval for degree programmes																				
		• Degree programme commence Commencement of degree education																				
	1.1.2.1	Developing a four years new degree programme in preschool and primary education																				
		• Study current trend from community based requirement																				
		• Degree programme commence																				
		• Design the curriculum and obtain the approval fro degree programme																				
	1.1.2.2	Developing the Special degree programme in Economics and History																				
		• Design the curriculum and get approval for degree programme																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
		• Special degree programme commence																				
	1.1.2.3	Developing course unit in the following subject areas and introduce diploma programme																				
	1.1.2.4	Journalism																				
		• Preparation of preparing the course materials and curriculum																				
		• Introduce the diploma programme introduction of the																				
		Folklore																				
		• Preparing the course materials and curriculum																				
		• Introduce the diploma programme																				
	1.1.2.5	Translation and Language sill																				
		• Preparing the course materials and curriculum																				
		• Introduce the diploma programme																				
1.2	**1.1.2.6**	Start the new diploma programme Geographic Information System (GIS) in which is current needs																				
		• Study the current trend																				
		• Design the curriculum and get approval																				
		• Diploma commence commencement of the course																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.1.2.7	Environmental Study																				
		• Study the current trend																				
		• Design the curriculum and get approval																				
		• Diploma commence Commencement of the course																				
	1.1.2.8	Disaster Management																				
		• Study the current trend																				
		• Design the curriculum and get approval																				
		• Diploma commence																				
1.2	**1.2.1.1**	Revision of curriculum																				
		• Appointment of a group from each respective department for study current needs																				
		• Preparation of the new revised curriculum for each subject																				
		• Design the curriculum and get approval																				
		• Revised curriculum commence																				
	1.2.1.2	Developing M.Phil, Ph.D Programme																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		• Organize the awareness programmes and activities among the staff for current issue																				
		• Preparation of the course work unit and design the research programme																				
		• Get approval from respective authorities																				
		• M.Phil programme commence																				
		• Ph.D programme commence																				
1.3		Research work, annual research and faculty forum																				
	1.3.1.1	• Annual research session boars initiate																				
		• Research article process. Process of the research articles																				
		• Research session commence																				
		• Conduct the research faculty forum to encourage the junior staff																				
	1.3.1.2	Research Activities																				
		• Development of research team																				
		• Activities																				
	1.3.2.1	Short term and long term training programmes																				
		• Identify the training needs and who want to personals needs																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
		• Programme evaluation and budgeting for training																				
		• Training progress																				
		• Collaboration with international Universities for long term																				
		• Training programme. Diploma and postgraduate studies																				
1.4		Research Seminars																				
	1.4.1.1	• Develop the collaborative research with national and international institutions																				
		• Organize research seminars – National & International levels																				
		• Feed back of the research session																				
	1.4.1.2	Participating and reading articles and research activities																				
	1.4.1.3	Special degree students seminars. Seminars for special degree students																				
		• Support the research by granting																				
		Provide the staff with the opportunity to engage in funding for the seminars																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
2.1	2.2.1.1	Internal research activities among the department																				
		• Purchase the research journals, Publications and Books																				
		• Research Activities																				
	2.1.1.2	Preparing the graduate in the subject complete with other graduate by giving marks oriented job skill																				
	2.1.1.3	Preparing the programme as a discipline with assistance of except in the budget. Education management																				
		• Study the current trend with field expert																				
		• Preparing the curriculum. Curriculum perfection																				
		• Designing the programme Programme designing																				
		• Programme commence Commencement of the programme																				
	2.1.1.4	Staff enhancing programme																				
		• Identify the required field																				
		• Organize the programme																				
		• Programme commence																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
2.2	2.2.1.1	Sri Lankan legal system for internal programme as a discipline																				
		• Identify the community needs and study the current trend																				
		• Design the curriculum and get approval																				
		• Discipline commence																				
	2.2.1.2	Developing the external for internal programme as a discipline																				
		• Identify the community needs and study the current trend																				
		• Design the curriculum and get approval																				
		• New developing study programme commence																				
	2.2.2.1	Developing/ Splitting discipline to create more department and discipline																				
		• Department of Politics and International relations																				
		• Department of Philosophy and Psychology																				
		• Department of Sociology and Anthropology `																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
		• Department of Christianity																				
		• Discipline of Ethno Cultural Studies																				
		• Discipline of Ethno Music, Drama and Theatre																				
		• Discipline of Comparative Performing Art																				
	2.2.2.2	Reactivating ECCD centre activities in Early Childhood Education and Parental Programme																				
		• Appointment of new director																				
		• Revised the PSD/ PSC studies and include new ideas																				
		• New programme commence																				
		• Parental programme – Community need based																				
	2.2.2.3	Establishment of new centre for Geographic Information System (GIS)																				
		• Centre initiate programme																				
		• Appointment of a director																				
		• Centre work commence																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.2	2.2.2.4	Establishment Meteorological Unit in the Department of Geography																				
		• Instruments collection																				
		• Work dedication																				
		• Unit comments																				
	2.2.2.5	Design the new programme under the center for Social Science Research Development																				
		• Study current trend and community needs																				
		• Design the new curriculum																				
		• Programme commence																				
	2.2.2.1	Establishment of new Faculty of Hindu Civilization																				
		• Appointment of expert for revision of the current needs																				
		• Prepare the proposal with curriculum for new faculty																				
		• Approval from Senate, Council and UGC																				
		• Appointment of acting Dean																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
		• Delegate the work to departments and appointment of acting Heads																				
		• Study programme commence																				
		• Department of Hindu Religious and Cultural Studies																				
		• Department of Hindu Art and Architecture																				
		• Department of Hindu Religion and Philosophy																				
		Construction of proposed building for Faculty of Arts & Culture																				
		• Preliminaries and side preparation																				
	2.2.2.2	• Building Complex for Faculty of Arts & Culture																				
		• Specialize work																				
		• External work																				
		• Building committee																				
		Construction of Auditorium of the Faculty of Arts and Culture																				
	2.2.2.3	• Finalisation of preliminaries																				
		• Construction of building																				
		• Internal service																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
		• Provision of External service																				
		• Provision of furniture																				
		• Provision of other components																				
3.1	3.1.1.1	Preparing the graduates in the subjects to complete with other graduate A/ L and conduct seminars and workshop whenever necessity arises																				
	3.1.1.2	Developing undergraduate research programme for the benefit of students and community																				
		• Study community needs and required field																				
		• Initiative programme for undergraduate students																				
	3.1.1.3	Designing special programme of short duration to personality development of students																				
		• Designing the programme																				
		• Process the programme																				
	3.1.1.4	Organizing inter university programme to enhance students capacity																				
3.2	3.2.1.1	Organize mass awakening seminars on Human Rights																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	3.2.1.2	Planning and conducting women empowering programme																				
	3.2.1.3	Organizing world drama day																				
	3.2.1.4	Encourage students to carry out community based developing project to preserve cultural identity																				
	3.2.1.5	Establishment of cultural museum in the EUSL																				
		• Gathering knowledge about this field from experts																				
		• Establishment of a Building																				
		• Appointment of a Director																				
		• Samples collection																				
		• Commencement officially																				
	3.2.1.6	Organising activities to encourage activities in the region																				
	3.2.1.7	Honouring people who contributed to culture – language ect.																				
4.1	**4.1.1.1**	Formulating strategies to get resources																				
	4.1.1.2	Delegate authority and responsibility for use of resource																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	4.1.1.3	Mobilize among staff and students on important of resources																				
	4.1.1.4	Provide equal opportunities to persons with equal qualifications																				
4.2	**4.2.1.1**	Facilitate get together and going down function every year																				
		• Delegate work to student groups																				
		• Schedule programme																				
		• Functions																				
	4.2.1.2	Students innovative programmes																				
	4.2.1.3	Arrangements of co-curricula programmes																				
	4.2.1.4	Conduct board meeting once a month																				
	4.2.1.5	Conduct sports event among staff and students																				

Action plan – Faculty of Health-Care Sciences

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
1.1	1.1.1.1	Study current trends, changes and needs of new medical & Para medical fields of studies																				
	1.1.1.2	Evaluate the academic curriculum of reputed centers																				
		• Design curriculum and get approval for Bachelor of Pharmacy																				
		• Design curriculum and get approval for Bachelor of Radiography																				
	1.1.1.3	Commence new certificate, diploma post graduate degrees																				
		• Certificate in Radiography																				
		• Certificate in Pharmacist																				
		• Certificate in MLT Medical Laboratory Technologist																				
	1.1.1.4	Evaluation of student feed back																				
1.2	1.2.1.1	Make the major curricula revision																				
	1.2.1.2	Formulate subject review committee consisting senior lectures and expert.																				
	1.2.1.3	Invite the Consultant from other institutions to review and develop curricula.																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.2.1.4	Adopt innovative changes and techniques in the field of education.																				
1.3	**1.3.1.1**	Make link with other organizations																				
	1.3.1.2	Develop SIH – EUSL for further training of staff																				
1.4	**1.4.1.1**	Publish books																				
	1.4.1.2	Conducts seminars and workshops																				
2.1	**2.1.1.2**	Support to attend different knowledge and skill based trainings																				
2.2	**2.2.1.1**	Create the income generating activities and project																				
	2.2.1.2	Write the proposals for funding																				
	2.2.1.3	Explore the possibilities to getting fund from donor agencies																				
	2.2.1.4	Make bilateral link with developed institutions to upgrade the infrastructure facilities for teaching and research.																				
3.1	**3.1.1.1**	Activate the centre for Public Health																				
	3.1.1.2	Conduct the workshops/ demonstration regarding Health																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	3.2.1.1	Interacting the community by preserving their culture.																				
4.1	**4.1.1.1**	Strengthen monitoring activities																				
	4.1.1.2	Follow the recommended guideline																				
	4.1.1.3	Asses the effective and efficient use of resources																				
4.2	**4.2.1.1**	Conduct board meeting once a month																				
	4.2.1.2	Follow participatory decision making																				
	4.2.1.3	Conduct Cultural Day, Employment Day and Alumni Day																				

Action plan – Trincomalee Campus

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
1.1	1.1.1	To pursue excellence in teaching, research and scholarship																				
	1.1.2	To achieve the Vision and Mission of the Trincomalee Campus will design, develop and maintain effective and efficient knowledge management system																				
	1.1.3	To recruit, develop and retain intellectual capital																				
	1.1.4	To design market driven curriculum																				
	1.1.5	Campus and corporate partnership																				
	1.1.6	Campus and community partnership																				
	1.1.7	Campus and students partnership																				
2.1	2.1	To offer through its internal and external facilities, campuses and other facilities, an unsurpassed range of opportunities for education and training for all those who will be able to benefit																				
	2.1.1	To strengthen existing faculties in Trincomalee Campus																				
	2.1.1.1	Faculty of Communication and Business Studies																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	2.1.1.2	Department of Business and Management Studies																				
	2.1.1.3	Department of Languages and Communication Studies																				
	2.1.2	Faculty of Applied Sciences																				
	2.1.2.1	Department of Computer Science																				
	2.1.2.2	Department of Physical Sciences																				
	2.1.3	Unit of Siddha Medicine & Surgery																				
2.2	**2.2**	Split of Faculties																				
	2.2.1.1	Faculty of Business Studies																				
	2.2.1.2	Faculty of Communication and Sociology																				
	2.2.1.3	Faculty of Linguistics and Language																				
	2.2.2.1	Faculty of Science and Technology																				
	2.2.2.2	Faculty of Engineering Technology																				
2.3	**2.3.**	Formation of New Faculties.																				
	2.3.1	Uplifting the Unit of Siddha Medicine & Surgery in to Faculty																				
2.4	**2.4**	Formation of Centres																				
	2.4.1	Centre for Peace Studies																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	2.4.2	School of Journalism, Film and Television																				
	2.4.3	Information Technology Centre of Trincomalee Campus																				
	2.4.4	Graduate programs																				
	2.4.5	External Studies Unit																				
3.0		To encourage applications of learning and research to enhance public welfare, prosperity and culture																				
4.0		The goal to secure and administer resource efficiently																				
5.0		Strengthening Library																				

Action plan – Swamy Vipulananda Institute of Aesthetic Studies

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
1.1	1.1.1	Set up a committee to study the present course and identify improvements to be made																				
1.2	1.2.1	Redesign courses and prepare the syllabus accordingly.																				
	1.2.2	Introduce New syllabi																				
1.3	1.3.1	To secure fund allocation for establishing Studio/ Theatre in the institute																				
	1.3.2	Acquire necessary equipments and Instruments for research activities																				
	1.3.3	Contact Research Organizations and try to obtain funds to do research																				
	1.3.4	To provide internet facilities																				
1.4	1.4.1.1	To Provide multimedia facilities in the Lecture Room.																				
	1.4.1.2	To provide personal computer to academic staff																				
	1.4.1.3	To organize conferences and Seminars on related topics																				
	1.4.2.1	To induce academic staff members to exhibit their findings																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.4.2.2	To make arrangement for exhibitions																				
	1.4.3	To direct students to stage their cultural performances																				
2.1	2.1	To identity opportunities for resource generation within the university system and from out side sources																				
2.2	2.2	To provide environment for the staff and students to carry out academic programmes, research, welfare activities and good governance																				
3.1	3.1.1	Form a group of local experts who are capable to advise on technical, socio – economic cultural needs of the community who are engaged with aesthetic activities																				
	3.1.2	To maintain close interaction with the community and organize programmes with them																				
	3.1.3	Invite distinguished persons who are engaged in aesthetic activities and recognize them																				
4.1	4.1.1	Exercise quality, reliability, transparency and professionalism in acquisition and usage of resource																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	4.1.2	Stress economic usage of resources by reducing wastages in every aspect.																				
	4.1.3	Acquire environmental friendly goods																				
4.2	**4.2.1**	Organize outward bound, and inter university cultural programmes.																				
	4.2.2	Organize special performing programmes.																				
	4.2.3	Lectures, seminars and workshops																				

Action plan - Library

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
1.1	**1.1.1**	Lectures on Library & Information Sciences for undergraduates using new technologies and hands on practical																				
1.2	**1.2.1**	Providing up dated reading materials from various sources in the form of books, periodicals and e-sources																				
1.3	**1.3.1**	Publications of Research Text Books and Journal on Library & Information Sciences periodically																				
	1.3.2	Providing research journals, and research articles from various sources in the form of books, periodicals, e-sources																				
	1.3.3	Organize Research Seminars on Library & Information Sciences																				
1.4	**1.4.1**	Developing link with other Higher Education Institute, Research Institute at National and International level for bilateral exchange of information, as much as possible.																				
	1.4.2	Providing Current Awareness Services (CAS) such as Content Page Service, Selective Dissemination of Knowledge (SDI) Services and Bulletin Board Service																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
	1.4.3	Create a new service called as 'Ask a Librarian' through library web page to answer the queries from the customers																				
	1.4.4	Celebrate Library Week to feed access points of information hubs																				
2.1	2.1.1	Training facilities for library staff to overcome the technological challenges occur periodically.																				
2.2	2.2.1	Create two Branch libraries for the Faculties of Agriculture and Science																				
	2.2.2	Planning for new library building, with more work stations for the access of internet for staff and students in the library																				
	2.2.3	Installation of a New Library Integrated Software for fully automated network functions																				
3.1	3.1.1	Initiatives to interconnect the university library with the society and providing demonstration programmes to absorb their information to uplift their economic level.																				
	3.1.2	Introduce extension courses in Library Science to the educated members to guide others in their own society.																				

Objectives	Strategies	Actions	Time Span																			
			2009				2010				2011				2012				2013			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
3.2	3.2.1	Collect and preserve the traditional and cultural monuments from other regions																				
	3.2.2	Encourage the society members to supply the traditional Ola leafs and other materials to the library for presentation and special care.																				
	3.2.3	Initiate instructional programmes for students about the Sri Lankan Traditional matters and their values for preservation for the future generation																				
4.1	4.1.1	See the official function of the library maintain good discipline in the use of library and make available of the materials to all the customers without any differences																				
	4.1.2	To provide equal opportunities to all library staff and end users. Maintain good relationship without any differences																				

EASTERN UNIVERSITY, SRI LANKA

RECURRENT EXPENDITURE

CATEGORY	2009	2010	2011	2012	2013
GENERAL ADMINISTRATION AND STAFF SERVICES	88,699,800.00	102,004,770.00	117,305,485.50	134,901,308.33	155,136,504.57
ACADEMIC	154,966,740.00	178,211,751.00	204,943,513.65	235,685,040.70	271,037,796.80
TEACHING RESOURCES	49,288,900.00	56,682,235.00	65,184,570.25	74,962,255.79	86,206,594.16
WELFARE SERVICES	16,788,300.00	19,306,545.00	22,202,526.75	25,532,905.76	29,362,841.63
MAINTENANCE OF LANDS BUILDINGS & FACILITIES	14,279,800.00	16,421,770.00	18,885,035.50	21,717,790.83	24,975,459.45
EXTENTION SERVICES	6,236,460.00	7,171,929.00	8,247,718.35	9,484,876.10	10,907,607.52
TOTAL - RECURRENT EXPENDITURE	**330,260,000.00**	**379,799,000.00**	**436,768,850.00**	**502,284,177.50**	**577,626,804.13**

EASTERN UNIVERSITY, SRI LANKA
CAPITAL EXPENDITURE

Category		2009	2010	2011	2012	2013
Rehabilitation & Improvement of Assets						
	Building & Structures	10,000	50,500.00	60,000.00	65,000.00	70,000.00
	Machinery & Equipment	4,000	23,500.00	25,000.00	30,000.00	35,000.00
	Other Assets	12,000	6,800.00	7,000.00		
		26,000	**80,800**	**92,000**	**95,000**	**105,000**
Acquisition of Fixed Assets						
	Acquisition of Furniture, Lab & Teaching Equipment	35,000	124,000.00	125,000.00	130,000.00	135,000.00
	Purchase of Books & Periodicals	13,500	30,000.00	40,000.00	50,000.00	55,000.00
	Sports Goods	1,500	3,000.00	5,000.00	8,000.00	10,000.00
		50,000	**157,000**	**170,000**	**188,000**	**200,000**
Construction Project						
	Buildings & Infrastructure at Trincomalee Campus	25,000	40,000.00	40,000.00	-	-
	Faculty of Health Care Science - Batticaloa	40,000	60,000.00	60,000.00	60,000.00	100,000.00
	Zoology Building	15,000	35,000.00	15,000.00	-	-
	Building Complex for Library	24,000	50,000.00	50,000.00	50,000.00	30,000.00
	Building Complex for Faculty of Arts & Culture	20,000	40,000.00	40,000.00	50,000.00	50,000.00
	Building Complex for faculty of Commerce & Management	20,000	40,000.00	40,000.00	40,000.00	5,000.00
	Hostel for 150 Male Students & 200 Female Students	18,000	45,000.00	40,000.00	40,000.00	2,000.00
		162,000	**310,000**	**285,000**	**240,000**	**187,000**
Total Capital Expenditure		**238,000**	**547,800**	**547,000**	**523,000**	**492,000**

APPENDIX 2

FINANCIAL CIRCULAR

DELIGATION OF FINANCIAL POWER
EASTERN UNIVERSITY, SRI LANKA.

Introduction :

The Council of the EUSL at its 209th meeting held on 31.10.2009 has approved the "Delegation of Financial Powers" of the Officers of the Eastern University, Sri Lanka. This "Delegation of Financial Powers" will come into operation with effect from 01.01.2010.

The Council of the EUSL reserves the right to revise this "Delegation of Financial Powers" or to revoke the authority delegated to any officers.

1.0 Officers of the Eastern University, Sri Lanka

The officers of the University are:

a. The Vice-Chancellor
b. The Rector of the Campus
d. The Dean of each Faculty
e. The Registrar
f. The Librarian
g. The Bursar

1.2 Chief Accounting Officer

Secretary to Ministry of Higher Education is the Chief Accounting Officer of the University.

1.3 Accounting Officer.

The Vice-Chancellor is the Accounting officer of the University.

1.4 Asst. Accounting Officer

The Registrar is the Asst. Accounting Officer of the University.

1.5 Custodian of Funds.

The Bursar is the Custodian of Funds of the University.

1.6 Administration of the finance of the University.

It is the duty of the Bursar to administering the funds of the University subject to the provision in the Universities Act and subject to the direction and control of the Registrar.

2.0 Delegation of Financial Authority.

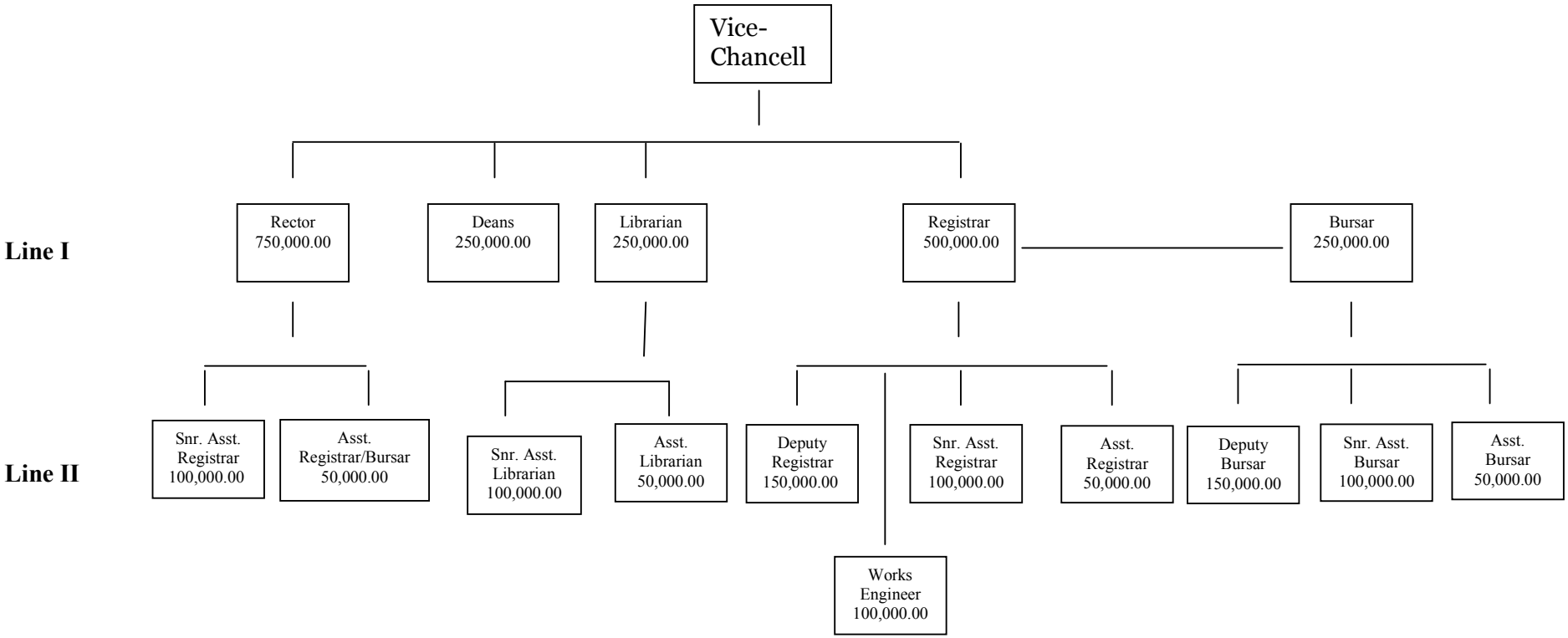
The Council of the EUSL in terms of sub section 02 of section 45 of the Universities Act No: 16 of 1978 delegates Financial Authority to the Following officers as per the schedule and subject to the limit set against their designation.

Officers:

1. Vice-Chancellor
2. Rector
3. Deans
4. Registrar
5. Librarian
6. Bursar

The six officers in line (I) and their subordinates in Line (II) had been delegated authority by the Council as indicated. The Financial limit laid down in the delegation will not allow the officers concerned to authorize or approve the expenditure haphazardly. The limits of Financial Authority are subject to the operation of the Hand Book.

Delegation of Financial Authority
Schedule with Limits



2.1 Authorization

As officer who is empowered to commission supplies, works or services shall be the Authorizing officer.

2.1.1 Authorizing officers and their limits

The officers who had been delegated authority by the council shall be the Authorized Officer to commission supplies, works or services up to the limit indicated against them subject to the normal procedure. The decision to make such an authorization is in his discretion and he must accept full responsibility with regard to it.

2.1.2 Incurring Expenditure on Laboratory Equipment

The Vice-Chancellor is authorized to approve purchase up to 1,000,000.00

2.1.3 Incurring Expenditure on Capital Projects.

Commissioned by authorized officers on Capital Projects will be recommended by the Building Committee. Due to urgency, the authorized officers can commission the project subject to the information to the Building Committee at the earliest occasion.

2.1.4 Responsibilities of Authorizing Officer.

The Authorizing Officer will be responsible in the following respects.

01. that work, supply or services is covered by appropriate authority and falls within the scope of the allocation or budgetary provision and/or properly chargeable to the accounts involved.

02. that exercises due judgment; that he does not exceed the specified limit of the authority and that every step in the procedure set down in this code and in relevant circulars has been duly taken.

03. that there is financial provision in the approved estimate and will not exceed the allocation of the institution.

04. that the work, supplies or services being authorized is really necessary for the function of the institution.

05. that his records are compared and reconciled at least once in a month with those of the certifying officer, so that he may know the precise amount available for further commitments.

06. that in any case involving reasonable doubts as to the availability of funds or as to the economy or financial propriety of transactions generally, he seeks the advice of the Bursar.

07. that in case of appointments the Authorizing Officer should satisfy himself that.

    (i) there is a vacant post in the approved cadre and the appointment is necessary.
    (ii) there is adequate Financial Provision
    (iii) the salary scale and the step in the scale on which appointment is made are correct.

2.2 Approval.

An Officer who is empowered to approve services, work or supplies on completion and to admit claims is referred to as Approving Officer.

Before approving the Officer concerned should ensure the following requirements have been complied with.:

01. that the purchase of goods work or services has been duly authorized by the appropriate Authorizing Officer and/or out of an agreement.
02. that the supplies rendered or the work or services have been performed in terms of such authorization and/or relevant agreement.
03. that the rates and total sum approved for payment are in accordance with authorized scales or in terms of agreement/contract and where there is no authorization or standard rates or agreement that the rates are fair and reasonable.
04. that in case of supplies they have been executed, examined for quality and correctly taken in-charge or otherwise accounted for in terms of regulation and instructions issued thereon.
05. that the contractor or supplier has rendered bills and claim as required and they tally with orders for supply work/services in all respect
06. that in case of bills for payment of electricity, gas, water, telephone, email and other similar services supplied they are checked with registers kept to show the monthly meter reading and other relevant particulars.

2.2.1 Limits for Approving Payments

(i) > Rs 1,000,000/= up to 25 million - Vice-Chancellor with the prior approval of the/Finance Committee and the Council.
(ii) > 500,000/= up to 1,000,000/= - Vice-Chancellor with the prior approval of the University Procurement Committee.
(iii) > Rs 750,000/= up to 1,000,000/= - Campus Board with the prior approval of the Campus Procurement Committee.
(iv) > Rs.250,000/= up to 750,000/= - Rector with the prior approval of the Campus Procurement Committee.
(v) Up to Rs 500,000/= - Registrar with the prior approval of the Vice-Chancellor.
(vi) Up to Rs 250,000/= - Deans, Librarian and Bursar with the prior approval of the Vice-Chancellor / Registrar.
(vii) Up to Rs 150,000/= - Deputy Registrar, Deputy Bursar with the prior approval of the Registrar/ Bursar.
(viii) Up to Rs 100,000/= - SAR, SAB, Works Engineer & Snr. Ass. Librarian with the prior approval of the Registrar / Librarian / Bursar
(ix) Up to Rs 50,000/= - Asst. Registrar, Asst. Bursar with the prior approval of the Registrar / Burar

2.2.2 The limitation stated above do not apply to the following Payments.

1. Personal Emoluments
2. Contribution of UPF, Pension and ETF.
3. Transfer between the University Bank Accounts.
4. Bursary and Mahapola Payment
5. Sub Imprest to the Trincomalee Campus.

3.0 Preparation of Voucher.

All payments should be supported by vouchers prepared accurately and completely in the prescribed form. The voucher should be prepared by the Certifying Officer. If the voucher is prepared other than by the certifying officer it has to be certified by the Certifying Officer. The appropriate authority should be quoted in all payment vouchers.

3.1 Certification of Voucher.

All vouchers must be certified by the Certifying Officer. Bursar/Senior Asst. Bursar/Asst. Bursar is empowered to certify the vouchers for payments. These officers are referred as Certifying Officer. If the absence of the above officers Registrar is empowered to certify the vouchers.

3.2 Special Certificates.

When a voucher is certified for payment for any of the services prescribed in Column 1 of the schedule below, the instructions given in Column 2 thereof should be complied with in the manner applicable in each case.

SCHEDULE

Column 1	Column 2
A. Contracts.	
(i) Supplies made or work done under agreement or contract.	A certificate should be appended to the effect that the supplies have been made or the work has been done, satisfactorily and in terms of the contract or agreement, and that the payments recommended are in accordance therewith.
(ii) On account payments	A certificate should be appended to the effect that the amount paid is fully covered by the supplies made, or the work performed, and that the payment is in order and in terms of the contract or agreement, if any.
(iii) Retention money.	A certificate should be appended to the effect that the works completed are in good order and condition; that the time limit, if any, after the completion of the work, or supplies made has elapsed; and the terms and conditions of the contract have otherwise been fully satisfied.
B. Payments for stores supplies.	A certificate that the articles have been received and that they have been brought on charge in appropriate inventory, stock book, etc., should be appended.
C.Claims in reimbursement. Where officers / employees present claims in reimbursement of expenditure incurred by them on official business.	Actual receipts for expenditure incurred must be produced and attached to the voucher as under-receipts. In respect of small items of expenditure, when such receipts cannot be produced, the officer concerned must certify on honor that the charges have been incurred.

3.3 Responsibilities of Certifying Officer.

The Certifying Officer will be responsible in the following respect and he should ensure.

01. that the expenditure is authorized by the appropriate authority in Line I and Line II.
02. that the expenditure is approved by the appropriate authority.
03. that the financial provision is available in the approved budget to accommodate the expenditure and the payment will not cause and excess in the amount provided in the budget.
04. that it has been charged to the correct vote and posted in the appropriation (Vote) Ledger.
05. that the payee shown on the face of the voucher is the person entitled for payment and that the amount provided for payment is correct.
06. that he attests on the face of the voucher that he has satisfied himself either from personal knowledge or from certificates, statements or orders of officers empowered to give them and the provision in this code have been complied with.
07. that an indication of the fact that he has certified the voucher for payment involved, is made on the relevant records, file or another relevant documents in order to prevent another voucher for the same payment being certified subsequently.
08. that necessary documents are attached to the voucher.
09. that all relevant deductions that were notified to him or authorized or required to be recovered have been made.
10. that the voucher is accurate and complete in every aspects.

4.0 Passing of Voucher for Payments.

Bursar is empowered to pass the certified voucher for payment for any amount. In the absence of the Bursar, Senior Asst. Bursar, Registrar or Vice-Chancellor is empowered to pass the voucher for payments. When the voucher is certified by the Bursar it should be passed for payment by Registrar or Vice-Chancellor.

4.1 Responsibilities of the Officer for Passing of Vouchers for Payments.

The officer who is empowered to pass vouchers for payments should ensure.

(i) that every voucher has been certified by the officer who has the authority to do so.
(ii) that the voucher shows no evidence of having been tampered with since it left the Certifying Officers hands,
(iii) that any facts within his special knowledge are duly taken into account before the voucher is passed for payment.

4.2 Payment of Vouchers.

An Officer who is empowered to make payment on vouchers passed for payments shall be the Paying Officer. The first signatory to the cheque shall be deemed to be the Paying Officer. Any payment made on uncertified voucher will amount to an unauthorized payment and will be surcharged against the Officer responsible.

4.3 Responsibility of Paying Officer.

Paying Officer should check and satisfy that the following requirements have been complied with before making the payments.

(i) every voucher has been passed for payment by the Officer empowered to do so.
(ii) the vouchers show no evidence of having tampered with since it left the Certifying Officer/Officer Passing for payments hands.
(iii) identity of the payee is established. Payment should be made only to the person in the voucher or to his legal representative.
(iv) proper receipt (stamped where necessary) is obtained for every payment is made.
(v) net amount shown on the voucher is duly paid and endorsement to that effect is made on the voucher and their supporting documents by means of a "PAID" stamp and initialed and dated.
(vi) every payment is promptly noted in the prescribed records and duly brought to the accounts.
(vii) that in case of a payment by cheque, money order etc. The name and other particulars appearing in the cheque or on the money order agree with those shown on the face of the voucher.
(viii) where cash is entrusted to his care, he should take due precaution against theft or loss and see that the balance in hand agrees with the balance appearing in cash book at the close of each day's business.
(ix) in the case of cheque payment
   a. the bank balance is adequate to meet all payments.
   b. The number of the cheque is noted on the voucher.
   c. The balance is reconciled periodically with the Bank Statements.

Signing Cheques.

5.0 Bank Operation:

5.1 Signing Cheques.

Where the payment is made by cheque the cheque must be signed by two Officers who have been duly authorized by the Council. The first signatory should be a Financial Officer and the second signatory should be either from the Administrative Officers or from an Academic staff who is involved in administration. The first signatory shall sign on the left of the space or on the first line provided for signing cheques. The second signatory shall sign either or to the right of first signatory. The counterfoil and cash book shall be initialed in the same way. The principal responsibility for the accuracy of the cheque shall be that of the Paying Officer. i.e first signatory.

5.2 Authorized Officer I – First Signatory.

The Bursar and Senior Asst Bursar/Asst. Bursar shall be the first signatory.

5.3 Authorized Officer – II – Second Signatory.

The second signatory shall be

A. the Vice-Chancellor
B. the Rector
C. the Registrar
D. Dean and
E. Senior Asst. Registrar
F. Asst Registrar to the limit indicated against them

5.4 Responsibility of the First Signatory

(i) The principal responsibility for the accuracy of the cheque shall be the first signatory.
(ii) The first signatory shall sign on the left of the space or on the first line provided for signing the cheque.
(iii) The counterfoil shall be signed in the same way.
(iv) The first signatory shall deemed to be the Paying Officer and hence he is responsible for all functions enumerated under paying officer above.

5.5 Responsibility of the Second Signatory

The second signatory before signing he is requested to satisfy himself that the following requirements had been complied with.

i. the first signatory has the authority to sign
ii. the cheque shows no evidence of having been tampered with since it left the first signatory's hand.
iii. the name, amount and the particulars appearing on the cheque agree with those shown on the voucher.
iv. The voucher has been certified and passed for payment by an officer authorized to do so.
v. The net amount shown in the face of the voucher is duly paid and noted on the voucher by means of a "PAID" stamp and initialed.
vi. He also must initial on the voucher to indicate that payment has been made.

5.6 Cashing of Private Cheque

Cashing of private cheques from University money is strictly prohibited.

6.0 Method of Procurement of Supplies, Works and Services:

One of the following methods shall be adopted to procure supplies, works and services to the limit imposed.

1. Tender
2. Restricted Tender
3. Quotations.
   a. Sealed Quotations
   b. Hand Quotations.

7.0 Calling for Quotations:

1. When the estimated cost for purchase of goods or service including repairs to motor vehicles and other equipments is less than Rs 5,000/= per event per day and total of such estimated cost is less that Rs 20,000/= per month supplies or services could be obtained without calling for quotations with the prior approval of the line I and II officers.
2. When the estimated cost for purchase of goods or service including repairs to motor vehicles and other equipments are between Rs 20,000/- and Rs 25,000/= sealed quotations should be obtained from not less than three registered suppliers with the prior approval of the line I and II officers.
3. When the estimated cost for purchase of goods or service including repairs to motor vehicles and other equipments are between Rs 25,000/= and Rs 50,000/= sealed quotations should be obtained from not less than three registered suppliers on recommendations of the Quotation Committee with the approval of the line I and II officers.

4. When the estimated cost for works up to Rs 100,000/= sealed quotations should be obtained from not less than three registered contractors on recommendations of the Quotation Committee with the approval of the line I and II officers.

5. When the estimated cost for purchase of goods or service including repairs to motor vehicles and other equipments are between Rs 50,000/= and Rs 100,000/= sealed quotations should be obtained from not less than five registered suppliers closing at pre-disclosed deadline and public opening on the recommendations of the Campus / University Procurement Committee.

8.0 Calling for Tenders.

Government Institutions are expected to follow Procurement procedure to obtain goods/services and for construction contracts.

The limits authority for Tender award for any contract for services construction and procurement of goods are as follows

1. When the estimated value for purchase of goods or service including repairs to motor vehicles and other equipments are between Rs 100,000/= and 1 million tenders should be obtained from not less than three registered suppliers closing at pre-disclosed deadline and public opening on the recommendations of the University Procurement Committee.
2. When the estimated value for works is between Rs 100,000/= and 1 million tenders should be obtained from not less than five ICTAD registered contractors closing at pre-disclosed deadline and public opening on the recommendations of the University Procurement Committee.
3. When the estimated value for purchase of goods or service including repairs to motor vehicles and other equipments are between 1 million and 2 million sealed tenders should be obtained from not less than five registered/other suppliers close at pre-disclosed deadline and public opening on the recommendations of the University Procurement Committee.
4. When the estimated value for works is less than 2 million tenders should be obtained from not less than five ICTAD registered contractors closing at pre-disclosed deadline and public bid opening on the recommendations of the University Procurement Committee.
5. When the estimated value for works is between 2 million and 5 million tenders should be obtained from not less than five ICTAD registered contractors closing at pre-disclosed deadline and public bid opening on the recommendations of the Ministry Procurement Committee.
6. When the estimated value for works / goods and services is between 5million and 100 million should be approved by the Ministry Procurement Committee (minor/major contracts).
7. When the estimated value for works / goods and services is more than of equal 100 million should be approved by the Cabinet Appointed Procurement Committee.

9.0 Open Quotations in an Emergency:

In case of emergency where work or services and supplies have to be obtained urgently, open Quotation could be obtained over the phone, fax, email of by any other services with the prior approval of the Vice-Chancellor / Registrar up to the limit of Rs. 50,000/=

10.0 Emergency Purchase:

The Vice-Chancellor / Registrar / Bursar may purchase articles directly from open market up to the value of Rs. 25,000/= in an emergency situation. These authorities should not be delegated.

11.0 Confidentiality of Tenders:

Between the time of opening the tenders and time of award of contract, all officers directly involved with the handling of tenders, especially members of the Tender Boards, Evaluation Committees and officers serving in the Tender Board should treat all in formations relating to such tenders as strictly confidential.

12.0 Registration of Suppliers and Contractors:

A register of suppliers and contractors must be prepared annually after giving wide possibility in the news papers. The invitation of Tenders and Quotations should be from registered suppliers and contractors but the University has the right to invite tenders or quotations from the unregistered suppliers and contractors.

13.0 Purchase Orders / Indents:

All the purchase orders should be signed and forwarded by the Bursar. When the quotations are called by the Dean/Head of Department, purchase orders have to be prepared in the prescribed form and forwarded to the Finance Branch in order to send same to the suppliers.

13.1 Limits for Signing Purchase Order:

1. Up to	Rs. 100,000/=	Snr. Asst. Bursar / Asst. Bursar (Supplies)
2. Above	Rs. 100,000/=	- Bursar.

13.2 Limits for Signing Works Order for Construction / Repairs to Buildings etc.

1. Up to	Rs. 250,000/=	- Bursar
2. Up to	Rs. 500,000/=	- Registrar
3. Above	Rs. 500,000/=	- Vice-Chancellor

14. Signing of Contracts:

The agreement should be drawn up in legal format so as to be enforced in litigation and / or arbitration. Contract should be signed with the successful tenderer with least possible delay.

14.1 Officers Authorized to Sign Contracts:

1. Vice-Chancellor	- above Rs. 500,000/=
2. Registrar	- up to Rs. 500,000/=
3. Rector of Campus	- up to Rs. 750,000/=

14. Appointment of Council Sub Committee

The following sub committee will be appointed by the Council and function as sub committees of the Council to advise the Council on various matters especially on financial matters that come within the purview of each committee.

1. Finance Committee.
2. Building Committee
3. Audit and Management Committee.

15. Financial Sub Committees:

The following Financial sub committee will be appointed by the Council and function as sub committees of the Finance Committee.

1. Purchasing Committee
2. University Procurement Committee
3. Quotation Committee

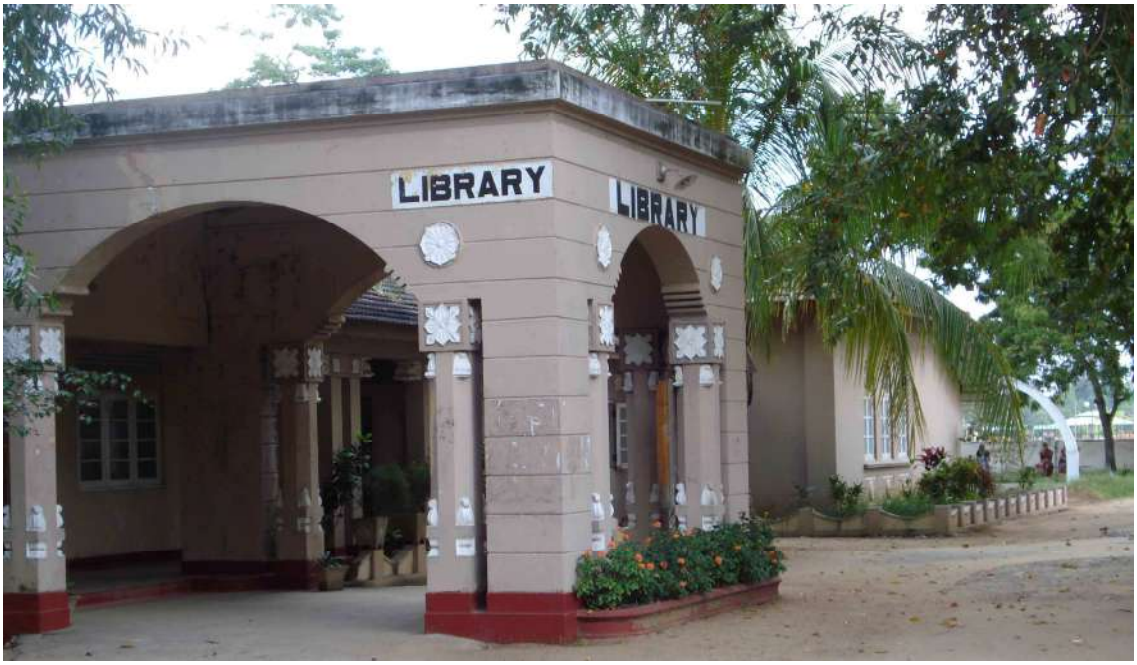
APPENDIX 3

PLATES

Senate Building

Science Complex on construction

Library



At present

On construction

Arts Theater

Arts Theater on construction

Old Seminar Room - Faculty of Commerce & Management

New Seminar Hall - Faculty of Commerce & Management

Seminar hall - Faculty of Agriculture

New Seminar Hall - Faculty of Fine Arts

Common Canteen

Canteen at Present

New Canteen

Center for Information and Communication Technology (CICT)

Lecture halls at present

New building of Department of Commerce

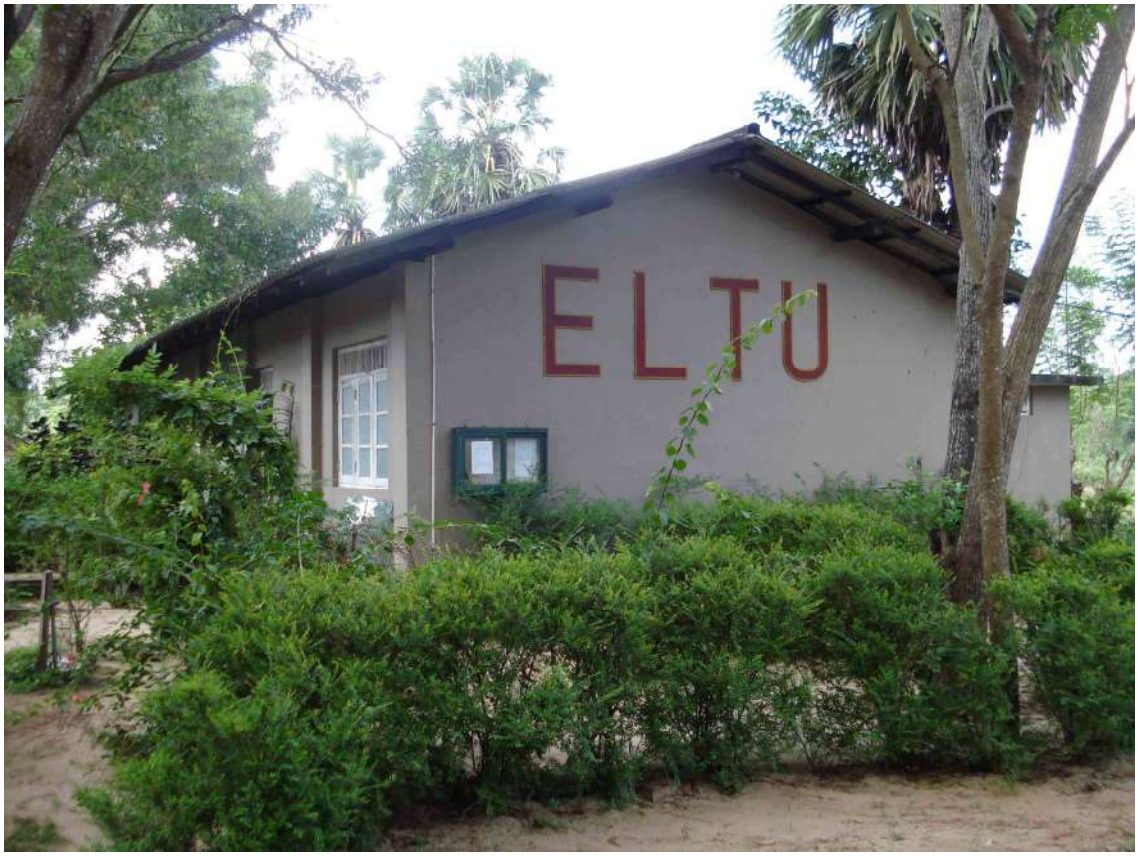
Old Women's Hostel

New Women's Hostel

Old Men's Hostel

New Men’s Hostel

Health Centre



English Language Teaching Unit (ELTU)

Department of Physical Education