

# UVA WELLASSA UNIVERSITY

## ACTION PLAN – 2019 (AMENDED)

## **Uva Wellassa University – Action Plan for the Year 2019**

This document details the Uva Wellassa University Action Plan for the year 2019 based on the Goals, Objects and Strategies of the Corporate Plan 2019 – 2021 and to comply the requirement of the Public Finance Circular no. 01/2014 dated 17/02/2014

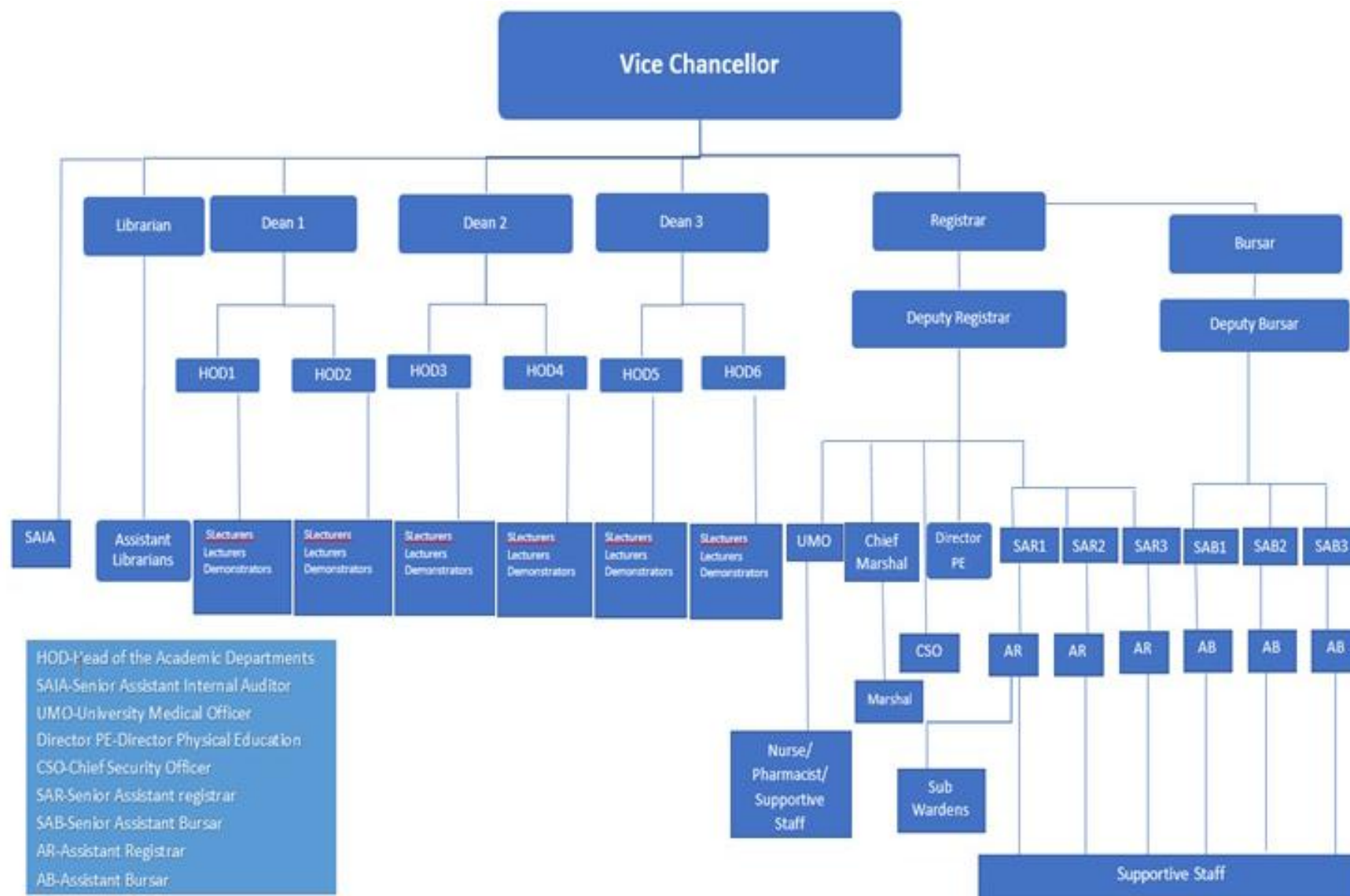
The Following facts are incorporated in the Action Plan

01. Organizational Structure
02. Approved Cadre and Details of Present Cadre for the Year 2019
03. Budget for the year 2019
04. Activity Plan for the year 2019
05. Procurement Plan for the year 2019
06. Cash Flow Requirement for the year 2019
07. Internal Audit Plan for the year 2019

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## 01. Organizational Structure



## 02. Approved Cadre and Details of Present Cadre for the Year 2019

Designation	Approved Cadre	Actual	No of Vacancies	Present Status	Q1			Q2			Q3			Q4		
Deputy Registrar	1	0	1	To be appointed by the UGC.												
Senior Assistant Bursar / Deputy Bursar	4	2	2													
Chief Marshall	1	0	1	Need to be advertised.												
Assistant Registrar (Legal & Documentation)	1	0	1	Advertisement published on 21.10.2018 and short listing of Applications is in progress.												
Statistical Officer	1	0	1	Advertisement published on 21.10.2018 and short listing of Candidates is in progress.												
Curator (Landscape)	1	0	1	Approval is pending from the UGC for the Appointment.												
Project Manager	1	0	1	Need to be re-advertised.												
Librarian	1	0	1	Need to be re-advertised with the approval of the Council.												
Professor (Chair)	5	0	5	Need to be re-advertised.												
Professor	187	151	36	(I) Advertisement published on 21.10.2018 to recruit Academic staff for the Faculty of Science & Technology and the short listing of applications is in Progress.												
Senior Lecturer																



Library Information Assistant	7	4	3	Request sent to the Ministry on 03.01.2019 and Need to be internally advertised.													
Management Assistant	55	39	16	Request sent to the Ministry on 03.01.2019 and Need to be Internally advertised.													
Public Health Inspector	1	0	1	Need to be advertised.													
Nursing Officer	2	1	1	Need to be advertised.													
Technical Officer	31	21	10	Request sent to the Ministry on 03.01.2019 and Need to be Internally advertised.													
Farm Supervisor	2	0	2	Need to be advertised.													
Carpenter	1	0	1	Need to be re-advertised.													
Fitter	1	0	1	Need to be advertised.													
Caretaker cum Cook	3	2	1	Request sent to the Ministry on 03.01.2019.													
Attendant (Health Services)	1	0	1	Request sent to the Ministry on 03.01.2019 and Need to be Internally advertised.													
Lab Attendant	25	23	2	Request sent to the Ministry on 03.01.2019 and Need to be Internally advertised.													

Gym Attendant	1	0	1	Appointments will be made.													
Grounds man	1	0	1														
Works Aid	25	24	1	Request sent to the Ministry on 03.01.2019.													
Library Attendant	3	0	3	Request sent to the Ministry on 03.01.2019 and Need to be Internally advertised.													
<b>Total</b>	<b>469</b>	<b>345</b>	<b>124</b>														



## BUDGET FOR THE YEAR 2019

## Budget - 2019

## Head No: 214 - UNIVERSITY GRANTS COMMISSION

## SUMMARY : INCOME &amp; EXPENDITURE BUDGET

## UVA WELLASSA UNIVERSITY

Object Code	Category / Object Title	Format No	Actual 2018	Actual Jan - March 2019	Budget 2019	Rs. '000	
						Projection	
						2020	2021
	<b>1. INCOME</b>	II					
	<b>1.1 Internal Revenue</b>		18,201	6,174	15,000	16,500	18,150
	<b>1.2 Other Grants</b>		-	-	-	-	-
	<b>1.3 Government Grants</b>						
	Recurrent Grants		700,000	209,500	860,000	1,104,000	1,214,400
	Capital Grants		420,000	75,000	362,000	538,600	632,460
	<b>TOTAL INCOME</b>		<b>1,138,201</b>	<b>290,674</b>	<b>1,237,000</b>	<b>1,659,100</b>	<b>1,865,010</b>
	<b>2. EXPENDITURE</b>						
1503	<b>RECURRENT EXPENDITURE</b>	III	<b>778,818</b>	<b>232,941</b>	<b>860,000</b>	<b>1,108,620</b>	<b>1,219,482</b>
	Personal Emoluments		482,140	147,986	520,000	696,000	765,600
	Travelling Expenses		6,432	466	6,300	7,110	7,821
	Supplies		23,670	6,075	24,100	33,270	36,597
	Maintenance Expenditure		12,089	3,690	14,200	18,620	20,482
	Contractual Services		205,505	61,589	236,900	282,245	310,470
	Other		48,982	13,135	58,500	71,375	78,513
	Financial Assistance to Students <i>(Not applicable for the Universities &amp; HEIs)</i>						
2201	<b>CAPITAL EXPENDITURE</b>		<b>430,080</b>	<b>73,409</b>	<b>377,000</b>	<b>638,600</b>	<b>782,460</b>
	Rehabilitation and Improvement of Capital Assets	IV	59,185	2,383	28,000	30,800	33,880
	Acquisition of Fixed Assets	V	149,993	25,545	93,500	86,350	94,985
	Construction Projects - Continuation		48,590	24,439	236,000	400,000	480,000
	Construction Projects - New	VI	-	-	-	100,000	150,000
	Human Capital Development Projects	VIII	1,042	413	6,000	6,600	7,260
	Research and Development	IX	7,874	2,962	13,500	14,850	16,335
	Continuation of Budget Proposals		163,396	17,667	N/A	-	-
	Projects Operated Utilizing Other Grants	XI	-	-	-	-	-
	<b>TOTAL EXPENDITURE</b>		<b>1,208,898</b>	<b>306,350</b>	<b>1,237,000</b>	<b>1,747,220</b>	<b>2,001,942</b>

N/A - Not applicable

							Format II
<b>Income Estimates</b>							
							Rs. '000
	Category / Object Title	Forma t No	Actual 2018	Actual Jan - March 2019	Budget 2019	Projection	
						2020	2021
1.1	<b>INTERNAL REVENUE</b>						
	<b>Transfer from Development Fund</b>						
	( Refer para 5.5.2 of Commission Circular No. 04/2016)		-		100	110	121
	<b>Other Income</b>						
	Registration fees		754	683	900	990	1,089
	Tuition fees		-	-	-		
	Examination Fees		793	199	790	869	956
	Income from Self Financing Activities (Refer Commission Circular No. 04/2016)		3,499	779	2,000	2,200	2,420
	Interest from Investments		1,530	716	1,150	1,265	1,392
	Interest from Loans & Advances		527	133	440	484	532
	Rent from properties		275	19	80	88	97
	Library subscriptions			-	-		
	Sale of produce		5	-	30	33	36
	Sale of Publications		96	2	38	42	46
	Library Fines		60	8	60	66	73
	Services rendered to outsiders				-		
	Proceeds from Ancillary Activities		680	77	90	99	109
	Medical Fees		153	136	170	187	206
	Hostel Fees		4,965	1,799	5,252	5,777	6,355
	Other		4,864	1,623	3,900	4,290	4,719
	<b>TOTAL INTERNAL REVENUE</b>		<b>18,201</b>	<b>6,174</b>	<b>15,000</b>	<b>16,500</b>	<b>18,150</b>
1.2	<b>OTHER GRANTS</b>	XI					
	(Please Specify) .....				-		
	.....						
	.....						
	<b>TOTAL OTHER GRANTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
1.3	<b>GOVERNMENT GRANTS</b>						
	<b>Recurrent Grants</b>						
	Personal Emoluments		443,825	139,500	520,000	696,000	765,600
	Other Recurrent		256,175	70,000	340,000	408,000	448,800
	<b>TOTAL RECURRENT GRANTS</b>		<b>700,000</b>	<b>209,500</b>	<b>860,000</b>	<b>1,104,000</b>	<b>1,214,400</b>
	<b>Capital Grants</b>						
	Rehabilitation and Improvement of Capital Assets	IV	52,000	6,000	28,000	30,800	33,880
	Acquisition of Fixed Assets	V	149,000	30,000	78,500	86,350	94,985
	Construction Projects - Continuation	VI	43,000	35,000	236,000	400,000	480,000
	Construction Projects - New	VII	-	-	-	-	-
	Human Capital Development Projects	VIII	2,000	-	6,000	6,600	7,260
	Research and Development	IX	9,000	4,000	13,500	14,850	16,335
	Continuation of Budget Proposals	X	165,000	-	N/A		
	<b>TOTAL CAPITAL GRANTS</b>		<b>420,000</b>	<b>75,000</b>	<b>362,000</b>	<b>538,600</b>	<b>632,460</b>
	<b>TOTAL INCOME</b>		<b>1,138,201</b>	<b>290,674</b>	<b>1,237,000</b>	<b>1,659,100</b>	<b>1,865,010</b>
N/A - Not applicable							

Recurrent Expenditure Estimates				Format III	
				Rs. '000	
Category / Object Title	Actual 2018	Actual Jan - March 2019	Budget 2019	Projection	
				2020	2021
<b>Personal Emoluments</b>					
Salaries and Wages	185,042	54,745	192,300	258,836	284,720
UPF Contribution	27,624	8,574	30,000	39,600	43,560
Pension - 8%	22,018	7,211	25,300	33,396	36,736
ETF Contribution - 3%	9,928	3,157	11,100	14,652	16,117
Overtime	1,309	474	1,700	2,244	2,468
Holiday Payments	132	66	220	290	319
Academic Allowance	103,573	36,905	129,400	170,808	187,889
Cost of Living Allowance	33,879	8,861	31,100	41,052	45,157
Research Allowance	26,517	9,089	31,800	41,976	46,174
20% Special Salary Allowance	24,130	8,750	30,700	40,524	44,576
45% Monthly Compensatory Allowance	18,957	7,088	25,000	37,600	41,360
Adjustment Allowance	11,375	1,251	4,400	5,808	6,389
Other Allowances - <i>Please specify</i>	-	-	-	-	-
Acting Pay	578	90	300	396	436
Equalization Allowance	92	23	80	106	116
Entertainment Allowance	1,123	403	1,400	1,848	2,033
Fuel Allowance	-	431	1,500	1,980	2,178
other Allowances	3,051	61	200	264	290
Visiting Lecture Fees	2,335	807	2,800	3,696	4,066
Gratuity Payments	10,477	-	700	924	1,016
<b>Sub Total</b>	<b>482,140</b>	<b>147,986</b>	<b>520,000</b>	<b>696,000</b>	<b>765,600</b>
<b>Travelling Expenses</b>					
Domestic	1,009	378	1,200	1,500	1,650
Foreign	5,423	88	5,100	5,610	6,171
<b>Sub Total</b>	<b>6,432</b>	<b>466</b>	<b>6,300</b>	<b>7,110</b>	<b>7,821</b>
<b>Supplies</b>					
Stationery and Office Requisites	9,045	1,678	9,200	12,000	13,200
Fuel & Lubricants	2,010	295	2,800	3,080	3,388
Uniforms	368	41	800	880	968
Mechanical & Electrical goods	1,787	283	800	880	968
Chemicals & Glassware	8,683	3,729	9,200	15,000	16,500
Medical Supplies	1,039	-	800	880	968
Other	738	49	500	550	605
<b>Sub Total</b>	<b>23,670</b>	<b>6,075</b>	<b>24,100</b>	<b>33,270</b>	<b>36,597</b>
<b>Maintenance Expenditure</b>					
Vehicles	764	163	1,400	2,540	2,794
Plant, Machinery and Equipment	1,162	734	900	990	1,089
Buildings and Structures	10,042	2,647	11,400	14,540	15,994
Furniture	7	12	150	165	182
Other	114	134	350	385	424
<b>Sub Total</b>	<b>12,089</b>	<b>3,690</b>	<b>14,200</b>	<b>18,620</b>	<b>20,482</b>

<b>Contractual Services</b>					
Transport	27,124	7,448	30,400	35,000	38,500
Postal and Communication	12,764	2,895	13,350	15,500	17,050
Electricity & Water	22,342	4,929	24,000	32,040	35,244
Rates and Local Taxes	-	-	-	-	-
Rental & Hire Charges	34,181	9,908	40,200	47,220	51,942
Security Services	42,117	11,020	46,800	55,000	60,500
Cleaning Services	55,246	21,879	70,800	85,000	93,500
Printing Advertising	7,347	1,612	6,750	7,425	8,168
Other	4,384	1,898	4,600	5,060	5,566
<b>Sub Total</b>	<b>205,505</b>	<b>61,589</b>	<b>236,900</b>	<b>282,245</b>	<b>310,470</b>
<b>Other Recurrent Expenditure</b>					
Travel grants to University Teachers	452	-	600	660	726
Special Services - Council & Committees	1,400	439	1,600	1,760	1,936
- Professional & Other Fees	3,772	2,038	3,600	3,960	4,356
Workshops, Seminars	2,247	380	2,500	3,750	4,125
Academic Research & Publications	810	3,919	4,000	4,400	4,840
Staff Development (Training for Teachers, Administrators & Other Employees)	3,446	612	4,200	5,620	6,182
Postgraduate Research & Scholarships	1,275	142	1,500	1,650	1,815
Course Materials for Students & Learning Quality Improvement	1,037	79	1,100	1,210	1,331
Industry Internships, Practical & Career Guidance	1,028	155	1,400	2,540	2,794
Students' Development Initiatives & Community Relations	6,682	817	9,000	8,700	9,570
University Sports Activities	7,224	85	8,500	10,460	11,506
Student Welfare, Student Councils & Social Harmony	257	17	400	440	484
Employee Welfare & Medical Insurance	163	66	700	2,320	2,552
Corporate Planning, Governance & Outreach	178	-	320	352	387
Grants to other Organizations	-	-	-	-	-
Interest subsidy on property loan	1,494	468	1,600	1,760	1,936
Holiday Warrants Season Tickets	312	-	400	440	484
Convocation Expenses	3,345	-	3,500	3,850	4,235
Entertainment Expenses	393	57	500	550	605
Bank Charges	6	3	80	88	97
Awards & Indemnities	-	-	-	-	-
Contributions & Membership Fees	583	63	600	1,060	1,166
Examination Expenses	9,509	3,359	11,000	12,100	13,310
Direct Expenses - Self Financing Activities (5.5.1 of Commission Circular No. 04/2016)	508	74	-	-	-
Indirect Expenses - Self Financing Activities ( 5.5.1 of Commission Circular No. 04/2016)	1,770	351	-	-	-
Other	1,091	11	1,400	3,705	4,076
<b>Sub Total</b>	<b>48,982</b>	<b>13,135</b>	<b>58,500</b>	<b>71,375</b>	<b>78,513</b>
<b>Financial Assistance to Students</b>					
Bursary Payments (Not applicable for the Universities & HEIs)					
Mahapola Payments (Not applicable for the Universities & HEIs)					
<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RECURRENT EXPENDITURE</b>	<b>778,818</b>	<b>232,941</b>	<b>860,000</b>	<b>1,108,620</b>	<b>1,219,482</b>

## HEAD NO: 214 - UNIVERSITY GRANTS COMMISSION

## REHABILITATION &amp; IMPROVEMENT OF CAPITAL ASSETS

## UVA WELLASSA UNIVERSITY

Vote Particulars	Name of the Project	Reference to the MPP	Budgeted Expenditure 2019	Allocation 2019	Financial Plan (for Allocation 2019) Rs. 000'			
			Rs. '000	Rs. '000	Q1	Q2	Q3	Q4
Rehabilitation & Improvement of Capital Assets	Building Structure	W1 - W12	28,000	28,000	6,000	7,000	8,500	6,500
	Plant & Machinery		-	-	-	-	-	-
	Vehicles		-	-	-	-	-	-
	Furniture, Lab & Office Equipment		-	-	-	-	-	-
	Other		-	-	-	-	-	-
<b>Total</b>			28,000	28,000	6,000	7,000	8,500	6,500

## HEAD NO: 214 - UNIVERSITY GRANTS COMMISSION

## ACQUISITION OF FIXED ASSETS

## UVA WELLASSA UNIVERSITY

Vote Particulars	Name of the Project	Reference to the MPP	Budgeted Expenditure 2019	Allocation 2019	Financial Plan (for Allocation 2019) Rs. 000'			
			Rs. '000	Rs. '000	Q1	Q2	Q3	Q4
Acquisition of Fixed Assets	Plant & Machinery	G1 - G73	-	70,000	20,000	25,000	15,000	10,000
	Furniture, Lab & Office Equipment		85,000					
	Books & Periodicals	G75	7,000	7,000			7,000	
	Sports Goods	G74	1,500	1,500			500	1,000
	Other		-	-				
<b>Total</b>			93,500	78,500	20,000	25,000	22,500	11,000

## Head No: 214 - UNIVERSITY GRANTS COMMISSION

## CONSTRUCTION PROJECTS - CONTINUATION

## UVA WELLASSA UNIVERSITY

Name of the Construction Project	Original / Amended TCE Rs. '000	Awarded Value (With Tax) Rs. '000	Cabinet Approved Date	Implementation Period		Physical Progress as at 31.03.2019 *(as per legend)	Cumulative Expenditure up to 31.03.2019 Rs. '000	Allocation 2019 Rs. '000
				Date of Start	Expected date of Completion			
Establishment of Uva Wellassa University - Phase II Balance work								
Library Building	476,000	-	16.01.2018				2,190	90,000
Staff Learning Unit	185,000	170,560	16.01.2018	27.12.2018	31.05.2020	15%	20,960	59,000
Development of Main Entrance	36,000	30,685	16.01.2018	17.10.2018	15.05.2019	50%	12,210	21,000
Student Welfare Centre	108,000	69,200	16.01.2018	14.03.2019	11.04.2020	5%	8,580	56,000
Alternative Water Supply System	53,000	-	16.01.2018				-	-
Auditorium	345,000	-	16.01.2018					-
Four no.s of Staff Quarters	50,000	41,395		05.12.2018	01.09.2019	15%	12,420	10,000
Total	1,253,000	311,840					56,360	236,000

\* **Legends** (Please use legends for reporting Physical Progress)

15% - Foundation Completion (**A**)

30% - 50% of concrete structure and walls completion (**B**)

50% - 100% of concrete structure and walls and roof completion (**C**)

70% - All plastering works, plumbing and electrical wiring completion (**D**)

80% - Doors/Windows and Floor finishes completion (**E**)

90% - Painting, installation of plumbing/sanitary/electrical fittings completion (**F**)

100% - External work and handed over completion (**G**)



## Head No: 214 - UNIVERSITY GRANTS COMMISSION

## CONSTRUCTION PROJECTS - NEW

## UVA WELLASSA UNIVERSITY

Name of the Construction Project	Original / Amended TCE Rs. '000	Cabinet Approved Date	Stage of Procurement Process	Implementation Period		Preliminary Expenditure up to 31.03.2019 Rs. '000	Allocation 2019 Rs. '000
				Expected Date of Award	Expected date of Completion		
Cabinet Paper No.19/0379/110/020 dated 24.01.2019, payment of compensation and removing the industrialists that have not been removed from the land of 'Badulla Karmanthapuraya', which was acquired for the Uva Wellassa University	Will be decided by Compensation Committee	24.01.2019					According to the Cabinet decision, fund to be allocated from 2019- 2020 budgets.
<b>Total</b>							
<b>Note:</b>							
The Projects not awarded but procurement process has been commenced are considered as new construction Project.							

**HEAD NO: 214 - UNIVERSITY GRANTS COMMISSION**  
**HUMAN CAPITAL DEVELOPMENT PROJECTS**  
**UVA WELLASSA UNIVERSITY**

Vote Particulars	Name of the Project	Budgeted Expenditure 2019 Rs. '000	Allocation 2019 Rs. '000	Financial Plan (for Allocation 2019) Rs. 000'				Project output/ Process output
				Q1	Q2	Q3	Q4	
	Capacity Building Programmes for University Staff (Local)	500	500	-			500	To enhance the capacity of Academic, Administrative & Supporting Staff
	Capacity Building Programmes for University Staff (International)	5,500	5,500	500	2,500	1,000	1,500	
	Carrier Guidance Workshop / Fair	-	-	-	-	-	-	-
<b>Total</b>		6,000	6,000	500	2,500	1,000	2,000	

## HEAD NO: 214 - UNIVERSITY GRANTS COMMISSION

## RESEARCH AND DEVELOPMENT

## UVA WELLASSA UNIVERSITY

Vote Particulars	Name of the Research Project	Date of Start	Expected Date of Completion	Budgeted Expenditure 2019 Rs. '000	Allocation 2019 Rs. '000	Financial Plan (for Allocation 2019) Rs. 000'				Project output/ Process output
						Q1	Q2	Q3	Q4	
Research and Development	Research proposals continued from 2018 (research Committee)			6,500	6,500	3,500	2,000	1,000	-	
	New Research Proposals (Research Committee )			7,000	7,000	500	1,000	3,500	2,000	
	Sensitive marine ecosystem conservation									
	Food and feed application of micro algae									
	Molecular and genetic study of valuable aquatic resources in Sri Lanka									
	Study on faunal and floral diversity of sand dunes									
	Biotechnology applications for seafood safety									
	Morphological investigation of selected coastal and marine communities									
	Isolation of bioactive compounds from fish waste and underutilize fish									
<b>Total</b>				13,500	13,500	4,000	3,000	4,500	2,000	

## Head No: 214 - UNIVERSITY GRANTS COMMISSION

## PROJECTS IMPLEMENTED UNDER THE BUDGET PROPOSALS

## UVA WELLASSA UNIVERSITY

Name of the Project	Original / Amended TCE Rs.'000	Awarded Value (With Tax) Rs.'000	Cabinet Approved Date	Implementation Period		Physical Progress /Stage of Procurement as at 31.03.2019	Cumulative Expenditure up to 31.03.2019 Rs.'000	Required Allocation for 2019 Rs.'000
				Date of Start	Expected date of Completion			
<b>1) Construction</b>								
Establishment of Technology Faculties of the Universities								
Construction of Four Stories Faculty Building	316,000	291,180	21.07.2016	29.06.2017	28.06.2019	70%	191,540	131,000
Construction of Four no.s of Staff Quarters	50,000	41,395		05.12.2018	01.09.2019	15%	12,420	20,000
<b>Sub Total</b>	<b>366,000</b>	<b>332,575</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>203,960</b>	<b>151,000</b>
<b>2) Rehabilitation &amp; Improvements</b>								
Improvements to Automation Laboratory							-	25,000
<b>Sub Total</b>								<b>25,000</b>
<b>3) Acquisition of Fixed Assets</b>								
Furniture & Teaching Aid for new Lecture Halls								15,000
Lab Furniture & Equipment for Dept. of Biosystems Technology								39,500
Lab Furniture & Equipment for Dept. of Engineering Technology								39,500
<b>Sub Total</b>								<b>94,000</b>
<b>Total</b>	<b>366,000</b>	<b>332,575</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>203,960</b>	<b>270,000</b>

Physical Progress - Construction / rehabilitation &amp; Improvements

Stage of Procurement - Acquisition of Fixed Assets

\* **Legends** (Please use legends for reporting Physical Progress)

15% - Foundation Completion (A)

30% - 50% of concrete structure and walls completion (B)

50% - 100% of concrete structure and walls and roof completion (C)

70% - All plastering works, plumbing and electrical wiring completion (D)

80% - Doors/Windows and Floor finishes completion (E)

90% - Painting, installation of plumbing/sanitary/electrical fittings completion (F)

100% - External work and handed over completion (G)

**Head No: 214 - UNIVERSITY GRANTS COMMISSION**  
**PROJECTS OPERATED UTILIZING OTHER GRANTS**

**University / HEIs : Uva Wellassa University**

Rs. '000

Project Name	Budgeted Income 2019	Budgeted Expenditure 2019	Projection		Project output/ Process output
			2020	2021	
1. Note 04					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
.....					
.....					
<b>Total</b>	-		-	-	

**Note:**

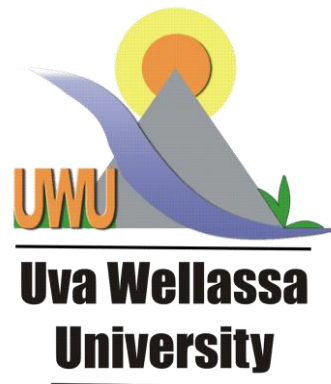
- 1) The details of the projects financing other than the Government Grants, that is foreign grants or from local donors should be mentioned in this format
- 2) Budgeted Income - Totals should be mentioned in Format II - 1.2 Other Grants
- 3) Budgeted Expenditure - Totals should be mentioned in Format I - Capital Expenditure
- 4) The University has been selected to grant funds from AHEAD Project and grants have not been confirmed yet.

**Head No: 214 - UNIVERSITY GRANTS COMMISSION**  
**OVERALL KEY PERFORMANCE INDICATORS**

University / HEIs : Uva Wellassa University

University/ Faculty Level Indicator	2018 Actual	2019 Target	2020 Target	2021 Target
<b><u>University Level</u></b>				
Number of Publications in National/International peer reviewed journals	124	135	144	163
Number of PhD/MPhil/MD/Masters holders for the year	98	119	138	153
Number of Patent registered during the year	6	4	5	5
Total expenditure in relation to the graduate output (Cost per graduate output)				
Number of National/International Rewards / Recognition/Accreditation	23	24	29	30
Student Intake	750	706	881	954
<b><u>Faculty Level</u></b>				
<b>Faculty of Management Studies</b>				
Number of Publications in National/International peer reviewed journals	27	29	30	34
Number of PhD/MPhil/MD/Masters holders for the year	19	23	27	27
Number of Patent registered during the year				
Total expenditure in relation to the graduate output (Cost per graduate output)				
Number of National/International Rewards / Recognition/Accreditation				
Student Intake	126	122	136	139
<b>Faculty of Science &amp; Technology</b>				
Number of Publications in National/International peer reviewed journals	41	44	45	55
Number of PhD/MPhil/MD/Masters holders for the year	30	40	50	55
Number of Patent registered during the year	3	1	1	1
Total expenditure in relation to the graduate output (Cost per graduate output)				
Number of National/International Rewards / Recognition/Accreditation	4	1	1	1
Student Intake	227	211	345	410

<b>Faculty of Animal Science &amp; Export Agriculture</b>				
Number of Publications in National/International peer reviewed journals	53	58	65	70
Number of PhD/MPhil/MD/Masters holders for the year	45	52	57	65
Number of Patent registered during the year	3	3	4	4
Total expenditure in relation to the graduate output (Cost per graduate output)				
Number of National/International Rewards / Recognition/Accreditation	17	20	25	25
Student Intake	225	199	225	225
<b>Faculty of Technological Studies</b>				
Number of Publications in National/International peer reviewed journals	3	4	4	4
Number of PhD/MPhil/MD/Masters holders for the year	4	4	4	6
Number of Patent registered during the year				
Total expenditure in relation to the graduate output (Cost per graduate output)				
Number of National/International Rewards / Recognition/Accreditation	2	3	3	4
Student Intake	172	174	175	180



# UVA WELLASSA UNIVERSITY

## ACTIVITY PLAN FOR THE YEAR 2019



## Activity Plan for the year 2019

Item No	Corporate Plan Ref.	Activity	Sub Activity	Responsible Division/ Officer	2019			
					Q1	Q2	Q3	Q4
1	1.1.1.1	Offer credited course units on Essential Skills Development and Broad General Education from the first year onwards	Offer following courses	Deans/ HODs				
			- Essential Skills		√	√	√	√
			- Broad General Education		√	√	√	√
2	1.1.1.2	Ensure Social Harmony through multicultural events and activities	Conduct the following activities/events on social harmony	Deans/R/HODs/ Senior Student Counselor	√	√	√	√
3	1.1.1.3	Offer Career Development workshops, seminars and career fairs	Workshops and Seminars,	Dir./CGU				
			- Career fair					√
			- Developing a database of graduates			√	√	
			- Employability survey				√	
4	1.1.2.1	Placing all undergrads in their due industry for a comprehensive industry exposure as a mandatory component of the curricula	- Conduct Industrial Training program for 2 to 4 1/2 months	Deans / HODs/ Industrial Training Coordinators	√	√	√	√
5	1.1.2.2	Constructive alignment of assessments and other activities focusing on the needs of the industry	- Industrial case studies	Deans/ HODs	√	√	√	√
			- Industry based project reports and assignments		√	√	√	√
6	1.1.2.3	Providing field visits and training programmes in the novel industrial establishments	-Organize technology exposure industrial visits	Deans/ HODs	√	√	√	√
			-Conduct workshops/training programmes in industrial establishments		√	√	√	√
7	1.1.2.4	Establish University Internships and Placement Centre	- Establishing and operation of the Centre	Senate/Deans				
8	1.1.3.1	Undertake student research projects based on industry needs and value addition	-Assign industry based research project for final year students	Deans / HODs/ Research Coordinators	√	√	√	√
9	1.1.4.1	Equip the existing lecture halls with smart technology focusing LCT	- Introducing smart class rooms	VC/Deans/R/B			√	√
			- Training programmes on LCT					√

10	1.1.4.2	Use VLE as an effective teaching, learning and assessment method	- Lecture material delivered online	Deans/ HODs/ Sys.Ana	√	√	√	√
			- Continuous assessment are conducted online		√	√	√	√
			- Student forums/ student discussions		√	√	√	√
11	1.1.4.3	Include mandatory library usage hours	- Setting a defined time in the time table for library activities	Librarian/ HODs	√		√	
12	1.1.5.1	Obtaining stakeholder feedback in evaluating the success of the curricula	- Conducting stakeholder meetings/workshops	Deans/ HODs		√	√	√
13	1.1.5.2	Inclusion of industry-related components into course units	- Revision of curricular	Deans/ HODs			√	√
14	1.1.5.3	Improvement of the curricula as per the national and global trends	- Conduct stakeholder surveys - Conduct stakeholder meeting/workshops - Obtain Senate approval	Deans/ HODs	√	√	√	√
15	1.2.1.1	Conduct, seminars, workshops and meetings on Entrepreneurship, IPR and commercialization	- Conduct workshop with best entrepreneurs	HODs, Dir. CGU/ Dir. UBL			√	
			- Conduct seminars on entrepreneurship		√	√		
			- Poster presentations on IPR			√		
16	1.2.1.2	Assisting the development of Lab scale prototypes of significant innovations and commercializing them	- Develop potential patentable products	Deans/ HODs/ Dir.UBL	√	√	√	√
			-Workshops/seminars on Commercialization			√		
17	1.2.1.3	Offer credited courses on Entrepreneurship, IPR and commercialization	- Inclusion of Entrepreneurship, IPR and Commercialization as credited course modules	Deans/ HODs/ Dir.UBL	√			
18	1.2.1.4	Organize meetings, business forums and discussions with entrepreneurs	- Ref 1.2.1.1	HODs, Dir. CGU/ Dir. UBL				

19	1.3.1.1	Introduce new degree programs	Conducting need assessment surveys, stakeholder meetings, writing proposals, getting approval for introducing;				
			English Language and Linguistics	Senate/ Deans/ HODs			
			Communication Sciences	Senate/ Deans/ HODs			
			Human Resource Development	Senate/ Deans/ HODs			
			Marketing Management	Senate/ Deans/ HODs			
			Industrial Economics	Senate/ Deans/ HODs			
			Science Education	Senate/ Deans/ HODs			
			Mechatronics Engineering	Senate/ Deans/ HODs			
			Material Science and Engineering	Senate/ Deans/ HODs			
			Water Science	Senate/ Deans/ HODs			
			Bio Resources and Process Engineering	Senate/ Deans/ HODs			
			Production and Manufacturing Engineering	Senate/ Deans/ HODs			
			Marine Engineering	Senate/ Deans/ HODs			
			Agricultural Engineering Technology	Senate/ Deans/ HODs			

20	1.3.1.2	Introduce MSc, MPhil, and MBA programmes	Conducting stakeholder meetings, Curriculum Development, proposal writing, getting approval for				
			Management	PGU/Higher Degree Committee		√	
			Animal Science	Higher Degree Committee			
			Food Science	Higher Degree Committee			
			Environmental Management Science	Higher Degree Committee			
			MScs to be separated	Higher Degree Committee			
			Crop Science	Higher Degree Committee			
			- Establishing a UWU postgrad unit	Senate/ Higher Degree Committee	√		
21	1.3.1.3	Introducing the External Degree Programmes	- Conducting stakeholder meetings, Curriculum Development, proposal writing, getting approval for				
			Bachelor of Business Management	Senate/ Deans/ HODs		√	
			Bachelor of Information Technology	Senate/ Deans/ HODs			
			Bachelor of Science in Animal and Crop Production	Senate/ Deans/ HODs			
			Bachelor of Science	Senate/ Deans/ HODs			

22	1.3.1.4	Offer Certificate and Diploma level courses	Management	Dir,CODL/HODs			√	
			English	Dir,CODL/HODs	√		√	
			Tourism & Hospitality	Dir,CODL/HODs		√		
			Agri Business Management	Dir,CODL/HODs	√			
			Supply Chain Management and Logistics	Dir,CODL/HODs				√
			Plantation Management	Dir,CODL/HODs				
			Electronics	Dir,CODL/HODs			√	
			Robotics	Dir,CODL/HODs			√	
			JAVA Application Development	Dir,CODL/HODs	√			
			Web Design	Dir,CODL/HODs	√			
			Mobile Application Development	Dir,CODL/HODs			√	
			Plant Tissu Culture	Dir,CODL/HODs		√		
			Dry Flower	Dir,CODL/HODs				√
23	1.3.1.5	Rename the Department of Public Administration as the Department of Broad General Education	- Obtain Approval from UGC	Dean/MGT, HOD/DPA		√		
24	1.3.1.6	Establish the Department of Communication and Media studies and the Faculty of Multi-Disciplinary Studies	- Proposal writing, and obtaining approvals	Senate/Dean MGT				
25	1.3.1.7	Establish the Department of Tourism Studies	- Obtaining the UGC approval	Dean/MGT, HOD/PAD, HOD/MS	√			
26	1.3.1.8	Establish the Department of Applied Earth Sciences	- Obtaining the UGC approval	Dean/SCT, HOD/SCT,	√			
27	1.3.1.9	Renaming the Faculty of Science and Technology as Faculty of Applied Sciences and renaming existing Departments	- Obtaining the UGC approval	Dean/SCT, HOD/SCT, HOD/CST	√	√		
28	2.1.1.1	Establish student and staff exchange programmes with foreign universities	- Advertising	VC/R/ Dir ICC	√			
			- Discussions		√			
			- Signing MOUs		√		√	

29	2.1.1.2	Accredit study programmes with national and international professional institutes	- Submission of proposal for accreditation	VC/ Deans				
			- Obtain the accreditation					
30	2.1.1.3	Provide facilities to foreign students in par with international standards	- hostel facilities for foreign students for four years within university premises	VC/ Deans/ Dir. ICC	√	√	√	√
31	2.1.1.4	Commence joint study programs with foreign Universities	Seeking collaboration partners	VC/ Dir ICC	√	√	√	√
			Signing of MOUs					
32	2.1.2.1	Form links with funding institutes	- Survey of potential funding institutes	Deans/Dir ICC/Cha. RC/Dir. OTS (AHEAD)		√	√	
33	2.1.2.2	Submit proposals for competitive foreign research grants	Preparation of proposals	Deans/ Cha. RC			√	√
			Submission of Proposals					
34	2.1.2.3	Sign MOUs with Foreign Universities/Research Institutes for research collaborations	Seeking collaboration partners	VC/ Deans/Cha. RC/ Dir ICC	√	√	√	√
			Signing of MOUs					√
35	2.1.2.4	Organize research dissemination activities jointly with Foreign Universities/ Research Institutes	- Organize international research conference	VC/ Deans/ Cha.RC	√			
36	2.2.1.1	Organize book fairs, food festivals, National Days	-Organize international food fair	Dir/ICC, Student Councillor				√
37	2.2.1.2	Organize and / or participate in international competitions and trade fairs	- Participating in international competitions and trade fairs	VC/Deans/Dir. ICC		√		
38	2.2.1.3	Conduct interactive sessions among local and foreign students and staff through video conferencing	- Improving the video conferencing Facilities	VC/Deans/R/B				√
			- Starting a Monthly Event	Deans/HODs				
40	3.1.1.1	Include interdisciplinary and entrepreneurial components in all study programmes	- Offer cross faculty course units	Deans/ HODs	√	√	√	√
41	3.1.1.2	Allocate lecturers to carry out interdisciplinary course units as needed	- Conducting cross faculty teaching	Deans/ HODs	√	√	√	√
42	3.1.2.1	Conduct interdisciplinary team-based research projects funded through the university research grant	- Conduct research projects involving different disciplines	Deans / Cha. RC	√	√	√	√

43	3.2.1.1	Obtain funds for research from National and International Agencies	Commence international research collaborations	Deans/HODs/ Cha. RC	√	√	√	√
44	3.2.1.2	Securing industrial funding sources for industry oriented research/projects	-Seeking collaboration partners	Deans/ Cha. RC/ Dir. UBL	√	√	√	√
			Signing MOUs with partners			√		
45	3.2.1.3	Building networks with Inventor's Commission and other investors for obtaining funds for partnership development	Seeking investors	Cha. RC/ Dir UBL	√	√	√	√
			Building partnerships					
46	3.2.2.1	Allocate adequate credits for research and laboratory work	Allocate 6 to 8 credit for final year research	Senate/ Deans	√	√	√	√
47	3.2.2.2	Promote staff members to engage in research on value addition to national resources base and on industry needs	Allocate university grants for research projects	VC/ Bursar/ Cha RC	√			
			Recognition and award for research in value addition		√			
48	3.2.2.3	Continue Annual International Research Conference	- Ref 2.1.2.4	Cha. RC/ Coordinator IRCUWU				
49	3.2.2.4	Publish University/Faculty Research Journals related to Value Addition	- Journal of Technology and Value Addition	Cha. RC/C.Ed	√		√	
			- Journal of Agriculture and Value Addition	Dean FASEA/ C.Ed	√		√	
			- Journal of Management and Tourism Research	Dean FMGT/ C. Ed	√		√	
50	3.2.2.5	Rewarding outstanding UWU researchers	- Research award in each disciplines	VC/Deans/Cha. RC	√			
51	3.2.2.6	UWU awards for best commercialization	- Award for Best Commercialize	VC/Dean/Cha. RC/Dir. UBL				
52	3.3.1.1	Organize and conduct training programs for staff	- Conduct training programs on research	Dir/SDC		√		
53	3.3.1.2	Encourage staff to participate in local and international trainings/ workshops	- Organize/participate international and local training programs	VC/ Dir.SDC/HODs	√	√	√	√
54	3.3.1.3	Promote staff to take part in local and international research forums	- Organize/participate international research forums	VC/Dir.SDC/Cha RC/HODs	√	√	√	√

55	3.3.1.4	Encourage staff to get memberships from relevant professional bodies	- Providing the registration fee for registration in relevant professional bodies	VC/R/B	√	√	√	√
56	4.1.1.1	Create and implement a healthy recruitment, development and retention mechanism.	- Prepare and execute a Manpower Development Program	VC/ R/Dir SDC				√
57	4.1.1.2	Facilitate lifelong learning and continuous professional development for all the staff	- Executing competency building and capacity enhancement programs	VC/ R/ Dir. SDC	√	√	√	√
58	4.1.1.3	Enhance the leadership and team working capacity through identified training programs	- Ref 4.1.1.2	VC/ R/ Dir. SDC				
59	4.1.1.4	Simplify the procedures and guidelines to enhance the efficiency and standards of the services		VC/ Deans /R/Dir SDC				
			- Conduct awareness programmes on relevant Policies and Regulations				√	√
60	4.1.1.5	Conduct induction/ awareness programmes on relevant governing policies and regulations	- Ref 4.1.1.2	VC/ R/Dir SDC				
61	4.1.1.6	Maintain existing silo free environment to enhance the productivity of work force	Maintain the existing silo free environment	Council/ VC	√	√	√	√
62	4.1.1.7	Influence policy makers to initiate a national policy to motivate university staff in peripheral universities by lobbying UGC and Ministry of Higher Education	Preparation a proposal for incentive scheme for universities in remote areas	VC/ R				√
63	4.1.1.8	Assist the schools in close proximity to university	- Conduct seminars for school teachers	VC/ R/ Deans/ HODs/Cha.UTA				√
			- Provide support in various activities		√	√	√	√
			- Conduct seminars for O/L and A/L students			√		√
64	4.1.1.9	Design innovative incentive mechanisms for staff retention, including transportation and accommodation	- Design a mechanism to enhance the facilities of transportation and accommodation	Council/VC/ R/ B/ SAR GA	√	√	√	√
65	4.2.1.1	Upgrade the mechanism to recognize the excellence in teaching, research and administration	- Design a mechanism to recognize the services of Teaching and Administration	VC/ Deans /R /Cha RC				√



66	4.2.1.2	Publish the excellence in teaching, research, community activities and administration in public domain	- Publishing News Letters - Develop e-based News Letters	VC/Deans/R/SAL		√		√
67	4.2.1.3	Establish and maintain healthy collaborations and MOU s with reputed industries / institutes	- Signing MOUs with industry partners	VC/Deans/R/Dir. UBL				
68	4.2.1.4	Publish University/Faculty Journals	- Ref 3.2.2.4	Deans/Cha. RC/C.Eds				
69	5.1.1.1	Acquire residential facilities for all eligible staff by constructing/renting houses	- Acquiring land and construction of staff quarters	VC/ R/ B/SAR GA	√			
			- Commencement of the construction of eight staff quarters	VC/ R/ B	√			√
70	5.1.1.2	Provide accommodation for all eligible staff by constructing/renting hostels	- Provide residential facilities/accommodation allowance for all eligible staff members	VC/ R/ B	√	√	√	√
71	5.1.1.3	Provide accommodation for at least 75% of the students	- Building a new hostel complex	VC/R/B/Cha. HC				
72	5.1.2.1	Upgrading Medical Centre to facilitate in-house medical care with professional help	- Enhance the Medical Testing facilities	VC/ R/ UMO				
73	5.1.3.1	Facilitate the service providers to initiate outlets to provide the daily needs of the University community	- Services Centre	VC/ R/ B/ WE / SAR CW		√		
74	5.1.4.1	Establish a welfare fund for staff with contributions from the staff members and the university	- Restructure and develop Welfare Fund from earned income and the University contribution	VC/R/B/Cha. WS				
75	5.1.4.2	Remove bottlenecks for providing financial support to university staff within government regulations	- Providing distress and housing loan facility	VC/ R/ B	√	√	√	√
			- Providing property loan facility with collaboration of Banks		√	√	√	√
76	5.1.4.3	Initiate a contributory medical insurance scheme for university staff	- Implementation of the UGC approved Medical Insurance Scheme	VC/ R/ B			√	
77	5.1.4.4	Establish a Preschool and a Day-care center for children of UWU community	- Identify the location	VC/ R/ B/ WE / SAR CW		√		
			- Establish a Day-care Centre					
			- Provide required facilities					
78	5.1.4.5	Provide transport facilities to staff	- Providing official transport facilities	VC/R/B/SAR GA	√	√	√	√

79	5.2.1.1	Provide an induction program for newly enrolled students/staff on values of UWU family	-Conduct information session on UWU history/family and values	VC/ Deans/ R/Dir. SDC/ HODs				√
			-Workshops on UWU work norms and ethics			√		
80	5.2.1.2	Strengthen the mentoring process through appointing mentors	- Establish a Mentoring and Counseling unit	R/ Senior Student Counselor/Faculty Student Counselor/ Dir CGU				
			- Appoint the mentors		√			
81	5.2.1.3	Strengthen counseling mechanism by appointing professional counselors	- Appoint the counselors	VC/R/Senior Student Councillor				√
82	5.2.1.4	Increase the facilities of the Physical Education Unit	- Provide facilities for Inter University games	VC/R/ Dir.PE			√	
			- Provide facilities for University Annual Tournaments		√	√	√	√
83	5.2.1.5	Building a student welfare Centre	- Allocate space and provide necessary equipment	VC/R/Senior Student Councillor				
84	5.3.1.1	Educating newly enrolled students on consequences of ragging and possible punishments	- Student Integration Program	VC/ R/ Proctor/Dir GEE/Senior Student Counselor	√			
			- Conducting Workshops				√	
85	5.3.1.2	Using a safety app. for staff and students	- Introducing the Safety app after piloting	VC/ R/ Proctor/ CSO/Dir. GEE		√		
86	5.3.1.3	Encouraging all staff to report and act on any unlawful incident within the University	- Ref 5.3.1.2	VC/ R/ Proctor/ CSO/Dir. GEE				
87	5.3.1.4	Implement 24 by 7 surveillance and monitoring mechanism within the university premises	- Establishment of security information system	R/CSO				
88	5.4.1.1	Purchasing and installing modern teaching learning equipment for lecture halls	- Ref 1.1.4.1	VC/ R/ B				
89	5.4.1.2	Equip present laboratories with leading edge equipment	- Upgrading the available laboratories	VC/Deans/R/B	√	√	√	√
90	5.4.1.3	Building new Lecture halls and laboratories	- Construction of new lecture halls and laboratories	VC/Deans/R/B				
91	5.4.2.1	Conducting regular progress reviews of funded research to determine fund utilization	- Quarterly university funded research progress meeting	VC/Deans/R/B/Cha. RC	√	√	√	√

92	5.4.3.1	Construction of remaining components of project Phase II-Auditorium, Staff Learning Center, Library, Student Welfare Centre, Development of university entrance and alternative water supply system (funded by MOHE)	- Tender award and commencement of the construction of library complex	VC/ Deans/ R/ B/ WE / SAR CW	√			
			- Continuation of the construction of staff learning unit				√	
			- Completion of the construction of Development of Main Entrance				√	
			- Tender award and commencement of the construction of student welfare center		√			
			- Bidding process and commencement of the construction of alternative water supply					
			- Bidding process and commencement of the construction of the auditorium					
		Infrastructure Development Project of Technological Studies	- Completion of Construction of Technological Studies Building				√	
93	5.4.3.2	Improve the landscaping of the university premises to increase aesthetic beauty	- Maintain the landscaping university premises	VC/ R/ B/ Curator/ SAR GA,	√	√	√	√
94	5.4.3.3	Provide suitable office spaces for staff members of the University	- Space allocation of the staff learning center	VC/ Deans/ R/ B				
95	5.4.3.4	Providing access to differently abled persons	- Enhance the facilities providing access for differently abled persons	VC/Deans/R/B	√	√		
96	5.4.4.1	Equip laboratories of all faculties	- Procurement of equipment for all faculties	VC/ Deans/ B/ DB Supply/ HODs	√	√	√	√
98	5.4.4.3	Establish Agriculture and Animal Husbandry Farms	- Procurement of required animals and farm items	VC/ Dean ANS/ R/ B/ SAR CW			√	
99	5.4.4.4	Establish computer based accounting and management laboratory for entrepreneurship and management degree programme	Procurement of software packages and equip equipment's MGT/ B/ HOD			√		
100	5.4.4.5	Development of laboratories of the technological faculty	Establishing 100-seat capacity Bio systems Technology Laboratory, Engineering Technology Laboratory, Advanced Research Laboratory and CAD/CAM Laboratory for the Faculty of Technological Studies	Dean/FTS/R/B				√
101	5.4.5.1	Build office spaces for staff	Ref 5.4.3.3	VC/ R/ B/ WE / SAR CW				
102	5.4.5.2	Develop common lounge facilities for staff	Ref 5.4.3.3	VC/ R/ B/ WE / SAR CW				

103	5.4.5.3	Provide academic staff with the access to online resources through annual subscriptions	Continue the academic journal and books subscription	Librarian/ B	√	√	√	√
104	5.5.1.1	Improving web based teaching/learning assessment tools	Prompting the use of VLE	Deans / Sys, Ana	√	√	√	
			Expose undergraduates for online learning resources		√	√	√	√
105	5.5.1.2	Equip language laboratory with required instruments	Procurement of the required equipment	VC/ Dean MGT/ B/ DB Supply			√	
			Operating the language lab					√
106	5.5.1.3	Establishing virtual discussion forums and bulletin boards	Installing the digital notice boards	Dean SCT/ B / Dean Technology			√	
107	5.5.1.4	Maintain the communication protocol system (intercom telephones)	Maintain the existing system	R/ B/ SAR GA	√	√	√	√
108	5.5.1.5	Maintain the Automated Financial Management System for Financial Administration of the University	- Maintain the existing system	VC/ R/ B	√	√	√	√
			- Provide the financial management information through the system		√	√	√	√
109	5.5.1.6	Install and commission an Online Web Based Management Information System (MIS) with embedded University Resource Planning (URP) facility and Knowledge Base (KB)	- Identify the requirement for HR/Examination and student affairs modules	VC/ R/ B/ SAR Exam/ SAR Student affairs/ SAR.HR				√
			- Commencement of the procurement process					
111	5.5.1.7	Maintain internet facility service provided for Senior Staff Quarters and Bachelor Quarters	- Maintain the existing system	R/ B	√	√	√	√
112	5.5.1.8	Improve existing teaching ICT labs with all necessary equipment for students	- Expansion of WIFI facilities for laboratories and hostel area	Dean SCT/ DB Supply			√	√
113	5.5.1.9	Maintain internet facility service provided for Senior Staff Quarters and Bachelor Quarters WIFI	- Maintain the existing system	R/B/Sys Ana	√	√	√	√
114	5.5.1.10	Enhance the relationship with other universities and research institutes for sharing library resources	Obtaining institutional memberships in Research Institutes such as ITI, NSF, IFS and International Information Centers such as British Council	VC/ Librarian/R	√	√	√	√
			Maintain the inter library loan system and document supply services		√	√	√	√

115	5.5.1.11	Using ILMS system for library activities	- Workshops/ training sessions for library staff	VC/ Librarian/ B	√			√
			- Bibliographic data entry to the ILM system	Librarian				
116	6.1.1.1	Create in-house capacity for all core resources and services	- Fill academic cadre positions	VC/ R/ B/ SAR HR	√	√	√	√
			- Fill administrative and nonacademic cadre positions		√	√	√	√
			- Create required new cadre positions				√	√
117	6.1.1.2	Outsource necessary peripheral services	- Transport services	VC/ R/ B/ SAR GA / CSO	√	√	√	√
			- Cleaning services		√	√	√	√
			- Maintenance services		√	√	√	√
			- Security services/ Housing/Hostels		√	√	√	√
118	6.1.1.3	Hold finance committee and procurement committee meetings regularly according to the meeting calendar	Conducting the meetings as per the scheduled calendar	VC/B	√	√	√	√
119	6.1.1.4	Adopt the government procurement procedures for all procurements	Conduct the procurement process complying with following	VC/ Deans/ R/ B				
			- Administrative Regulations		√	√	√	√
			- Financial Regulations		√	√	√	√
			- Government procurement procedures		√	√	√	√
			- Treasury Circulars		√	√	√	√
			- UGC Circulars		√	√	√	√
			- Council decisions		√	√	√	√
120	6.1.2.1	Executing the authority by delegating financial/ procurement powers	- Devolution of financial/procurement to the faculty level	VC/Deans/R/B	√			
121	6.1.2.2	Provide training to relevant staff on financial regulations relevant to universities	- Workshops/Seminars on financial regulations	VC/R/B/Dir. SDC			√	
122	6.1.2.3	Conducting monthly procurement progress committee meetings	- Conducting meetings as in the meetings calendar	VC/Deans/R/B	√	√	√	√

123	6.1.2.4.	Conducting regular audit and management committee meetings	- Conducting meetings as in the meetings calendar	Council/VC/AIA	√	√	√	√
124	6.2.1.1	Set strict deadlines to achieve administrative targets	- Setting and meeting the deadlines as per the given tasks	VC/ R	√	√	√	
125	6.2.1.2	Appoint permanent staff members to approved carders	- Filling the vacancies	VC/ Deans/ R/ SAR.HR	√	√	√	√
126	6.2.1.3	Obtain manpower services as and when necessary	- Outsourcing the necessary services	VC/R/B/SAR GA	√	√	√	√
127	6.2.1.4	Provide adequate training for all staff members	Design and conduct due programmes via SDC	R/ Dir.SDC/ SAR HR/B				√
128	6.2.2.1	Expedite promotions of all staff members with accepted management benchmarks	Provide due promotions as per deadlines	VC/ R/ SAR.HR	√	√	√	√
129	6.2.3.1	Submit annual reports and other statutory reports on time	Providing the quarterly reports to the Audit and Management Committee	R/AIA/AR ARP	√	√	√	√
130	6.2.3.2	Preparation of operations manual to monitor and execute the procedures	Preparation and executing the operations manual	VC/ R/ SAR.HR			√	
131	6.3.1.1	Obtaining service of expertise academicians	Filling the vacancies	VC/ Deans/ R/ SAR.HR			√	
132	6.3.1.2	Releasing results within three months period	Monitoring the results issuing process	VC/Deans/R/HODs/SAR/Examinations	√	√	√	√
133	6.4.1.1	Aligning all curricula and degree titles in accordance with SLQF	- Obtaining the approval of new/revised curricular from CDC and IQAU	Senate/Dir. IQAU/Cha. CDC	√	√	√	√
134	6.4.1.2	Conduct QA activities of study programmes and other operations	- Obtaining the compliance from IQAU for required processes	Deans/Dir. IQAU	√	√	√	√
135	6.4.1.3	Establishing FQACs offices for all Faculties	- Establishing the Faculty Quality Assurance Cells with required facilities	VC/Deans/R/B/Dir. IQAU/Cha. IQAC				

## Abbreviation

AR	Assistant Registrar
B	Bursar
Cha.RC	Chairman/ Research Committee
CSO	Chief Security Officer
DB	Deputy Bursar
Dir.	Director
HOD	Head of the Department
HR	Human Resource
MGT	Management
WE / SAR CW	Manager (Operation Project)
PE	Physical Education
R	Registrar
SAR	Senior Assistant Registrar
SCT	Science & Computer Technology
SDC	Staff Development Center
VC	Vice Chancellor
WE	Works Engineer

# **UVA WELLASSA UNIVERSITY**

## **MASTER PROCUREMENT PLAN 2019**



### Summary of the Procurement Plan

No	Description		Amount (Rs.)
1	Goods	Acquisition of Fixed Assets	93,500,000
2		Recurrent Budget – Consumable Goods	24,100,000
3	Works	Construction Projects - Continuation	236,000,000
4		Rehabilitation & Improvement of Building Structure	28,000,000
5	Services	Contractual Services	188,200,000
<b>Total</b>			<b>569,800,000</b>

PP Ref	Description	Estimated Cost (Rs) (with VAT)	Method	Level of Authority	Current Status of Procurement preparedness activities	Scheduled date of Commencement	Scheduled date of completion	Remarks
Faculty of Animal Science and Export Agriculture		17,660,000						
Plant, Machinery & Lab Teaching equipment		7,765,401						
UWU/PP/G/19/01	Canopies with ducting system	1,092,960	N/S	DPC	Payments settled on 26/04/2019	10/10/2018	30/04/2019	IN/C/19/03 - Avon Phrmo Chem
UWU/PP/G/19/02	Crow bars	46,460	N/S	DPC	Goods to be delivered	14/12/2018	28/02/2019	IN/C/18/157 - Libra Agency
	Garden rake							
	Mammoty forks							
	Hand forks	4,370			Payments settled on 13/05/2019	14/12/2018	28/12/2018	IN/C/18/156 - Monara Steel Center
	Hand shovels				Payments settled on 28/02/2019	14/12/2018	28/12/2018	IN/C/18/155 - Union Hardware
	Pruning Knives				38,000			
UWU/PP/G/19/03	Binocular Microscope	240,000	NCB	DPC	Payments settled on 25/03/2019	15/10/2018	29/03/2019	IN/C/18/144 - Delmage Forsyth
	Bowl Cutter	480,000			Payment settled on 28/02/2019	15/11/2018	31/01/2019	IN/C/18/84 - Ontrac
	Meat Mixer							
	Rapid patty maker							
	Smoker+ Cooker							
	Stainless Steel Meat Grinder & Sausage							
	Moisture Analyzer	240,000			Payment settled on 25/06/2019	15/10/2018	23/09/2019	IN/C/18/063 Qolikem International
UWU/PP/G/19/04	Spur	1,283,335	N/S	DPC	Payments settled on 03/04/2019	20/12/2018	30/04/2019	DB Gangoda associates
	Helical							
	Bevel (spiral)							
	Bevel (straight)							
	Planetary							
	Pinion							
	Internal Gear and Pinion Drive							
	Worm Gear Drive							
	Herringbone gear							
	Hypoid gear							
	Chain Drive with Tensioner							
	Manual Transmission Gearbox							
	Belt drive							
UWU/PP/G/19/05	Adapters for round buckets	187,176	D	DPC	Goods received without invoice	11/10/2018	28/02/2019	IN/C/18/145 - Analytical Instruments
UWU/PP/G/19/06	Power supply unit	2,591,175	N/S	DPC	Payment settled	15/10/2018	28/02/2019	IN/C/18/086 - Avon Phrmo Chem
	Fume hood							IN/C/18/69 - Bhoomitech
	Eye Washer and Shower	82,720	N/S	DPC	Installation Pending			IN/C/19/04 - Avon Phrmo Chem
	Gel documentation unit	1,085,000	NCB	DPC	Installation Pending			

UWU/PP/G/19/07	Air fryer	56,450			Payment Settled	15/10/2018	30/04/2019	IN/C/19/008 - Abans
	Microwave Oven							
UWU/PP/G/19/08	Fixing Exhaust Fan	337,755	N/S	DPC	Paymentts settled on 13/05/2019	11/10/2018	30/04/2019	IN/C/19/010 - Dynagro
	Fixing 15" Thermometer							
	Fixing max & Min Thermometer							
<b>Furniture &amp; Office Equipment</b>		<b>9,894,599</b>						
UWU/PP/G/19/10	Worktop Cupboard and Storing Facility	4,062,835	N/S	DPC	Payment settled on 21/06/2019	28/01/2018	29/03/2019	IN/C/18/124 -Leema Creations
	Storing Cupboard							
UWU/PP/G/19/11	Office chair	28,120	N/S	DPC	Payments settled on 28/02/2019	16/11/2018	28/02/2019	IN/C/18/097 -SLSTC
UWU/PP/G/19/12	Cupboard Under worktop (Type 01 & 02)	1,415,305	N/S	DPC	Payments settled on 21/03/2019	16/11/2018	29/03/2019	IN/C/18/119 Chamikara Engineering
	Open Board Space under window (Type 03&06)							
	Cup Board wall mounted (Type 05& 07)	310,000	N/S	DPC	Payments settled on 11/04/2019	16/11/2018	29/03/2019	IN/C/18/115 Randama Timber
	Cupboards - Under Worktop (Type 04)							
UWU/PP/G/19/13	File Rack	37,732	N/S	DPC	Payments settled on 28/02/2019			IN/C/19/02 - D. R Industries
UWU/PP/G/19/15	Photocopier/Riso Machine	37,886	N/S	DPC	Quotations to be open on 20/06/2019	15/05/2019	25/11/2019	Dr. P.E Kaliyadasa / Department of Export Agriculture
UWU/PP/G/19/16_I	File Rack for ANS	21,360	N/S	DPC	Goods to be delivered	15/05/2019	25/11/2019	IN/C/19/13 - Home Furniture
	File Rack for EAG	21,360	N/S	DPC	Goods to be delivered			IN/C/19/14 - Home Furniture
UWU/PP/G/19/17	Laptop	3,720,000	N/S	DPC	Specification Pending	15/05/2019	25/11/2019	Dean/Faculty of ANS & EAG
	Desktop	150,000						
	Printer	90,000						
<b>Faculty of Management</b>		<b>6,776,500</b>						
UWU/PP/G/19/18	Color Printer ( Laser)	58,000	N/S	DPC	Payments settled on 28/02/2019	22/10/2018	28/02/2019	IN/C/18/126 - Ewis Peripherals
UWU/PP/G/19/19	Filling Cupboard (Small) - 02	26,220			Payments settled on 28/02/2019	22/10/2018	28/02/2019	IN/C/18/108 -SLSTC
UWU/PP/G/19/20	Laptop Computer - 01	133,000			Payments settled on 29/03/2019	01/10/2018	30/04/2019	IN/C/19/007- Zoom Networks
	Multifunction Printer - 01	39,100			Payments to be Settled	01/10/2018	30/04/2019	IN/C/18/147 - Metropolitan Office
	UPS -10	89,700			Payments settled on 27/02/2019	01/10/2018	30/04/2019	Metro Computer Technology - UWU/IN/C/18/150
UWU/PP/G/19/21	Notice Board - 01	5,220	D	HOD	Payments settled on 28/02/2019	16/11/2018	28/02/2019	IN/C/18/136 - Badulla District Thrift and Credit
	White Board - 01							

UWU/PP/G/19/22	Steel Cupboard - 02 (L)	38,031	N/S	DPC	Payments settled on 28/02/2019	01/10/2018	29/03/2019	IN/C/18/152 - Chamikara Engineering Services		
	Steel Filling Cupboards -02 (S)	112,870			Partly Completed	01/10/2018	29/03/2019	IN/C/18/153 - Sri Lanka State Trading (Gen) Ltd		
	Glass Cupboard - 02									
	Computer Tables - 10									
	Computer Table for Office -01	7,350			123,462	Payments settled on 14/03/2019	01/10/2018	29/03/2019	IN/C/18/154 -Richard Piris Distributers	
	Computer Chair -10	Payments settled on 14/03/2019				01/10/2018	29/03/2019	IN/C/18/151 - Lanka Furnishing House		
	Office Table - 04									
	Office Chair - 04									
UWU/PP/G/19/23	Color Printer ( Laser)	65,000	N/S	DPC	Payments settled on 20/02/2019	22/10/2018	28/02/2019	IN/C/18/159 - Gestetner of Ceylon		
	Printer	90,850			Payments settled on 07/03/2019	22/10/2018	28/02/2019	IN/C/18/160 - John Kells Office Automation		
UWU/PP/G/19/24	Property Management System Software	2,902,197			Part Payments settled on 03/04/2019	21/11/2018	28/02/2019	IN/C/18/146 - DMS Software Tech		
	Server for Installation of PMSS									
UWU/PP/G/19/25(I)	Laptop	2,015,000			N/S	DPC	Specification Pending	15/05/2019	25/11/2019	Dean/ Management
	Printer	90,000								
UWU/PP/G/19/25(II)	Petty Cash Box - 02	9,000			D	HOD	Payments settled			Mr. J.M.P.V.K Jayasundara/Department of English
UWU/PP/G/19/25(III)	Office Furnitures	971,500			N/S	DPC	Specification Pending			
Faculty of Science & Technology		14,300,000								
Plant, Machinery & Lab Teaching equipment		10,561,975								
UWU/PP/G/19/26	Conductivity Meter	4,214,000	NCB	DPC	Part Payments settled on 03/01/2019 and Final Payment settled on 27/03/2019	23/04/2018	29/03/2019	IN/C/18/111 - Analytical Instruments		
	Melting Point Apparatus									
	PH Meter Bench top									
	Ice Flake Maker									
	Magnetic stirrer with hot plate									
	Analytical balance (Laboratory)									
	Oven									
	Water Bath									
	Centrifuge									
	Standard bench-top freeze drier with vacuum pump (complete system)	2,721,398	NCB	DPC	Payments settled on 28/02/2019	23/04/2018	29/03/2019	IN/C/18/134 -Rotax		
	Bench top Turbidity meter				Goods to be delivered	23/04/2018	29/03/2019	IN/C/18/101 - Quolikem International		
	Diaphragm Vacuum Pump for rotary evaporator	184,000								
	Rotary evaporator	556,077			Payments settled on 27/03/2019	23/04/2018	29/03/2019	IN/C/18/100 - Bhoomi Tech		

UWU/PP/G/19/29	Digital top loading balance	330,000	N/S	DPC	TEC Level	01/08/2019	20/12/2019	
	Magnetic stirrer with hot plate	210,000						
	Bench top pH/mV/Conductivity/DO Meter	500,000						
	Vacuum Pump for rotary evaporator	272,000						
	Igor Pro 8 software	400,000						
	Dividing head	75,000						
	Portable drill	25,000						
	Circular saw	25,000						
	Orbital sander	15,000						
	Angle grinder	10,000						
	Wood router	20,000						
	Potable planer	20,000						
UWU/PP/G/19/29	Arc welding machine	60,000	N/S	DPC	TEC Level	01/08/2019	20/12/2019	
	Digital Clamp Meter Multimeter	20,000						
	Power supply	25,000						
	Digital vernier caliper	10,000						
	Hot glue gun	1,500						
	Industrial grinder	25,000						
	Drill bit grinding machine	10,000						
	Carbide insert lathe tool bit & holder set	5,000						
	Lamp housing and power supply	552,000						
	Travelling microscope	276,000						
<b>Furniture, Office Equipment &amp; Others</b>		<b>3,738,025</b>						
UWU/PP/G/19/30_I	Laser Printer	24,000	N/S	DPC	Payments settled on 20/02/2019	30/10/2018	29/03/2019	IN/C/18/126 - Ewis peripherals
UWU/PP/G/19/30_II	Centralized UPS	3,500,000						
UWU/PP/G/19/30_III	Fingerprint door Access control unit	200,675	N/S	DPC	Quotation to be open on 20/06/2019	15/05/2019	25/11/2019	
UWU/PP/G/19/30_IV	UPS	13,350	N/S	DPC	Payment Settled	15/05/2019	22/07/2019	PC Globe Systems (Pvt) Ltd - IN/C/19/17
<b>General Administration</b>		<b>44,222,500</b>						
<b>Plant, Machinery &amp; Lab Teaching equipment</b>		<b>9,445,320</b>						
UWU/PP/G/19/31	Passenger Lift for Senate Building	4,232,000	NCB	DPC	Payment settled	22/10/2018	30/04/2019	IN/C/18/164 - Metropolitan Engineering
UWU/PP/G/19/32	200Kva Backup Generator	5,213,320	NCB	DPC	Goods to be Delivered	01/04/2019	16/09/2019	SAR/GA

Furniture, Office Equipment & Others		34,777,180								
UWU/PP/G/19/33	Sofa set	366,630	N/S	DPC	Payments settled on 14/03/2019	15/10/2018	29/03/2019	IN/C/18/151 - Lanka Furnishing House		
UWU/PP/G/19/34	Canteen Furniture, Tables and Chairs	18,231,255			In Progress	29/11/2018	30/04/2019	Leema Creations		
UWU/PP/G/19/35	Mattress	643,425	NCB	DPC	Payments settled on 11/04/2019	29/11/2018	28/02/2019	IN/C/18/130 -Leema Creations		
	Bed	6,601,000			Payments settled on	29/11/2018	30/04/2019	Gamini Furniture and Timber Stores		
	Towel Rack									
	Dining Table									
	Dressing Table									
	Hostel Cupboard									
	Exam hall chairs								29/11/2018	30/04/2019
UWU/PP/G/19/36	Celling Mounted Multimedia Screen	160,225	N/S	DPC	Payments settled on 28/02/2019	30/11/2018	29/03/2019	IN/C/18/131 - Ceylon Business Appliances		
	Office Cupboard	54,975			Payments settled on 14/03/2019	15/10/2018	29/03/2019	IN/C/18/089 - SL STC		
	Visitor Chair									
UWU/PP/G/19/37	UPS	47,950			Payments settled on 28/02/2019	15/10/2018	29/03/2019	IN/C/18/128 - Office One		
	Multifunction Printer				15/10/2018	29/03/2019	IN/C/18/128 - Office One			
	Color Printer	58,000			Payments settled on 28/02/2019	15/10/2018	29/03/2019	IN/C/18/126 -Ewis Peripherals		
UWU/PP/G/19/38	Magazine Rack (Qty - 1)	166,750	N/S	DPC	Payments settled on 28/02/2019	15/10/2018	31/01/2019	IN/C/18/054 - Leema Creations		
	Magazine Rack Single (Qty - 2)									
	Office cupboard (Qty - 1)									
	Office Cupboard (Qty - 2)									
UWU/PP/G/19/39	Computer Table - 03	61,927			Payments settled on 28/02/2019	15/10/2018	29/03/2019	IN/C/18/106 - Chamikara Engineering Service		
UWU/PP/G/19/40	Camera & Accessories	955,000			Payments settled on 03/04/2019	23/11/2018	28/02/2019	IN/C/18/137 - Camera.lk		
	External Hard Disk - 1TB	61,700			Payments to be Settled	23/11/2018	28/02/2019	IN/C/18/161 - Metro Computer Technology		
	UPS 650W				Payments to be Settled					
	Laptop Computer	129,000			Payments settled on 28/02/2019				IN/C/18/162 - Zoom Networks	
	Multifunctional Printer	213,990			Payments settled on 28/02/2019				IN/C/18/158 - Office One	
	Multimedia Projectors - 08	976,000			Payment settled on 13/03/2019				IN/C/18/163 - Ceylon Business Appliances	
	Multifunctional Printer	45,500			Payments settled on 28/02/2019				14/12/2018	28/02/2019
	Rack Mountable UPS 3Kva	77,490		DPC						

UWU/PP/G/19/42	Laptop - 01	179,321	N/S	DPC	Payments settled on 28/02/2019	30/10/2018	29/03/2019	IN/C/18/025 - Metropolitan Office
UWU/PP/G/19/43	Printer	45,500	N/S	DPC	Payments settled on 28/02/2019	30/10/2018	29/03/2019	IN/C/18/158 - Office One
UWU/PP/G/19/44	Executive Table	72,807	N/S	DPC	Goods to be Deliverd	21/01/2019	30/04/2019	IN/C/19/011 - Lanka Furnishing House
	Executive Chair							
	Visitor Chair							
UWU/PP/G/19/45	Towel Rack	218,500	N/S	DPC	Confirmation Pending	29/11/2018	31/05/2019	IN/C/19/06 - Gamini Furniture
	Mattress	321,713			Payment Settled on 08/05/2019	29/11/2018	31/05/2019	IN/C/19/05 - Leema Creations
UWU/PP/G/19/46	Boiler	117,810	N/S	DPC	Payment Settled			IN/C/19/009 - State Trading (Gen)
UWU/PP/G/19/48	Outdoor full color LED display - 01	1,000,000	N/S	DPC	Quotations to be open on 04/07/2019	15/05/2019	25/11/2019	Prof. Kolitha Wijsekara
UWU/PP/G/19/49	8 Port Network Switch - 01	11,102	N/S	DPC	quotations to be open on 20/06/2019	15/05/2019	21/10/2019	AIA/Internal Audit Division
	UPS - 01							
UWU/PP/G/19/50	Computer - 02	290,000			Quotations to be open on 20/06/2019			
	Multifunctional Printer - 01	45,000						
UWU/PP/G/19/52(1)	Desktop Computer with UPS - 01	145,000			Quotations to be open on 20/06/2019			AR/ Capital Work
UWU/PP/G/19/53	UPS - 03	10,500	N/S	DPC	Quotations to be open on 20/06/2019	15/05/2019	21/10/2019	Store Keeper - 1 & CSO -2
UWU/PP/G/19/58	UPS - 02	7,000	N/S	DPC	Quotations to be open on 20/06/2019	15/05/2019	21/10/2019	Security Inspector
UWU/PP/G/19/60	Multifunction Printer - 01	45,000	N/S	DPC	Quotations to be open on 20/06/2019	15/05/2019	22/10/2019	AR/Academic and Research Publication
UWU/PP/G/19/61	Colour Photocopier	66,000	N/S	DPC	Goods to be Deliverd	15/05/2019	21/10/2019	Vice Chancellor Office
UWU/PP/G/19/63 (1)	3kVA UPS (04)	1,000,000	N/S	DPC	Quotation to be open on 20/06/2019	15/05/2019	21/10/2019	Server Unit
UWU/PP/G/19/63((2)	Smart Interactive white board	1,000,000			Quotation to be open on 20/06/2019			
UWU/PP/G/19/63(3)	Video Conferencing System	80,000			Quotations to be open on 06/06/2019			
UWU/PP/G/19/64	Laptop	140,000	N/S	DPC	Quotation to be open on 20/06/2019	15/05/2019	25/11/2019	AHEAD
UWU/PP/G/19/65(1)	CCTV Camera	841,110	D	DPC	Goods to be Deliverd	17/05/2019	16/07/2019	Fentos Ltd - UWU/IN/C/19/012
UWU/PP/G/19/65(2)	Desktop Computer with UPS - 02	290,000			Quotations to be open on 20/06/2019			Salary Division and Supply Division

<b>Library</b>		<b>195,000</b>						
UWU/PP/G/19/66	Desktop Computer	165,000	N/S	DPC	Payments settled on 13/03/2019	25/10/2018	29/03/2019	IN/C/18/116 - Finco Technologies
UWU/PP/G/19/67	Cupboards	17,500			Payments settled on 14/03/2019	15/11/2018	29/03/2019	IN/C/18/151 - Lanka Furnishing House
UWU/PP/G/19/67(I)	Exhaust fan	12,500	N/S	HOD	Goods to be Deliverd	03/06/2019	02/08/2019	IN/C/19/022 - R.M.K.B. Construction
<b>Career Guidance</b>		<b>730,000</b>						
UWU/PP/G/19/68	Duplication Machine	593,100	N/S	DPC	Payments settled on 14/03/2019	05/09/2018	24/05/2019	IN/C/18/149 - Gestetner of Ceylon
	Notebook	133,000			Payments Settled on 29/03/2019	05/09/2018	24/05/2019	IN/C/19/07 - Zoom Networks
	UPS	3,900			Paymets settled on 27/02/2019	05/09/2018	24/05/2019	IN/C/18/150 - Metro Computer Technology
<b>Center of Distance Learning</b>		<b>585,000</b>						
UWU/PP/G/19/69	Color photocopy Machine	466,000	N/S	DPC	Payments settled on 28/02/2019	15/11/2018	31/01/2019	IN/C/18/143 - Metro Computer Technology
	Notebook	119,000			Payments Settled on 29/03/2019	05/09/2018	29/05/2019	IN/C/19/07 - Zoom Networks
<b>Staff Development Centre</b>		<b>220,000</b>						
UWU/PP/G/19/70	Dining Table	220,000	N/S	DPC	Payments settled on 13/03/2019	15/11/2018	28/02/2019	IN/C/18/141 - State Trading
	Visitor Chair							
<b>CGEE</b>		<b>62,000</b>						
UWU/PP/G/19/71	Filling Cabinet	62,000	N/S	DPC	Payments settled on 28/02/2019	15/11/2018	28/02/2019	Chamikara Engineering Services - IN/C/18/152
<b>Internal Quality Assurance Cell</b>		<b>145,000</b>						
UWU/PP/G/19/71	Desktop Computer and Accessories -01	145,000	N/S	DPC	Goods to be delivered			
<b>Postgraduate Unit</b>		<b>104,000</b>						
UWU/PP/G/19/73(1)	Desktop Computer - 01	64,000	N/S	DPC	Goods to be delivered	15/05/2019	23/09/2019	Dr. W.A.J.P Wijesinghe/Director - Postgraduate Unit
	UPS - 01	5,000						
	Computer Printer - 01	35,000						



<b>Physical Education</b>		<b>1,500,000</b>						
UWU/PP/G/19/74	Weight Lifting Dumbbell - 20Kg - 2	1,500,000	N/S	DPC	TEC Level	01/08/2019	31/11/2019	
	Weight Lifting Dumbbell - 25Kg - 2							
	Weight Lifting Dumbbell - 30Kg - 2							
	Wall Racks for Sport Goods - 8							
	Up Ride Bike - 2							
	Climber Machine (Stepping) - 1							
	T Barrowing Machine - 1							
	Functional Machine - 1							
<b>Libraty Books &amp; Periodicals</b>		<b>7,000,000</b>						
Library Books	List of Books	7,000,000	NCB	DPC	In Progress	01/02/2019	31/11/2019	
<b>Construction Projects - Continuation</b>		<b>236,000,000</b>						
UWU/PP/CW/19/01	Library Building	90,000,000	NCB	CAPC	In Progress	01/01/2019	30/06/2021	
UWU/PP/CW/19/02	Staff Learning Unit	59,000,000	NCB	MPC	In Progress	27/12/2018	31/05/2020	
UWU/PP/CW/19/03	Development of Main Entrance	21,000,000	NCB	DPC	In Progress	17/10/2018	15/05/2019	
UWU/PP/CW/19/04	Student Welfare Centre	56,000,000	NCB	MPC	In Progress	14/03/2019	11/04/2020	
UWU/PP/CW/19/05	Four no.s of Staff Quarters	10,000,000	NCB	DPC	In Progress	05/12/2018	01/09/2019	
<b>Rehabilitation Works</b>		<b>28,000,000</b>						
UWU/PP/RW/19/01	Addition to Meat Processing & Research Laboratory	14,000	N/S	DPC	Balance of Final bill to be paid	31/07/2018	28/10/2018	UWU/CW/NS/18/02
UWU/PP/W/19/02	Construction of Lecture Hall porch, Upgrading of office floor area in CODL	35,000	NCB	DPC	Final bill to be paid	13/09/2018	20/01/2019	UWU/CW/NS/18/04
UWU/PP/W/19/03	Renovation of Administration Building	300,000	N/S	DPC	Final bill to be paid	26/10/2018	21/01/2019	UWU/CW/NS/18/06
UWU/PP/W/19/04	Construction of Shelter for Newly Purchased Generator	14,500	N/S	DPC	Balance of Final bill to be paid	26/10/2018	10/12/2018	UWU/CW/NS/18/11
UWU/PP/W/19/05	Renovation of Block A	427,000	N/S	DPC	Final bill to be paid	27/11/2018	13/01/2019	UWU/CW/NS/18/14
	Renovation of Block B	572,000	N/S	DPC	Final bill to be paid	26/10/2018	18/12/2018	UWU/CW/NS/18/15
	Renovation of Block C	27,100	N/S	DPC	Final bill to be paid	09/11/2018	23/01/2019	UWU/CW/NS/18/16
UWU/PP/W/19/06	Additions to Data Network System In Library	917,000	N/S	DPC	Final bill to be paid	26/02/2019		UWU/CW/NS/18/20
	Replacement of Partition in Library	75,000	N/S	DPC	Bidding Document is being checked by TEC			UWU//CW/EW/19/05
UWU/PP/W/19/07	Extension to Maintenance Unit – Stage II	12,238,800	N/S	DPC	In Progress	07/03/2019	03/09/2019	UWU/CW/NS/18/22

UWU/PP/W/19/08	Construction of New Protected House	3,000,000	N/S	DPC	TEC Evaluation			UWU/CW/NS/18/21R
UWU/PP/W/19/09	Supplying, Installing, Testing and Commissioning Solar Powered Lamps	4,000,000	N/S	DPC	TEC Evaluation			UWU/CW/NS/18/22R
UWU/PP/W/19/10	Supply & Installation of Iron Grills to Blue Sapphire & Cateliya Hostels	2,186,600	N/S	DPC	In Progress	10/04/2019	24/06/2019	UWU/CW/NS/19/01
UWU/PP/W/19/11	Supply & Installation of Polycarbonate Roof for Invitro Laboratory in Block E	170,000	N/S	DPC	DPC approval	Withheld		UWU/CW/NS/19/02
	Painting works in Invitro Laboratory	423,000	N/S	DPC	TEC appointed			UWU/CW/NS/19/07
	Changes for the Laboratory Space in the Dept. of EAG	3,000,000	N/S	DPC	Preparation of Bidding Documents			UWU/CW/NS/19/08
UWU/PP/W/19/12	Upgrading work in E block side Drain its Main Panel Room	600,000	N/S	DPC	Preparation of Bidding Documents			UWU/CW/NS/19/03
<b>Contractual Services</b>		<b>188,200,000</b>						
UWU/PP/S/19/01	Sanitary and Manpower Services	70,800,000	NCB	DPC	In Progress	01/01/2019	31/12/2019	
UWU/PP/S/19/02	Security Services	46,800,000			In Progress	01/01/2019	31/12/2019	
UWU/PP/S/19/03	Transport Services	30,400,000			In Progress	01/01/2019	31/12/2019	
UWU/PP/S/19/04	Renting of Houses	40,200,000			In Progress	01/01/2019	31/12/2019	

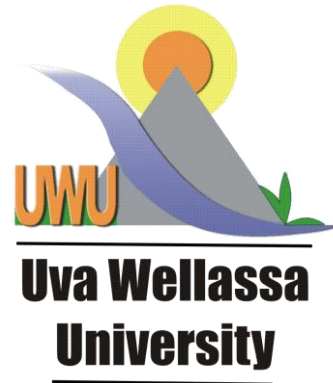
**06. Cash Flow Requirement for the year 2019**
**BUDGET - 2019**
**CASH FLOW REQUIREMENT FOR THE YEAR 2019**

UVA WELLASSA UNIVERSITY

Name of the Project	Allocation 2019 (Rs. Mn.)	Monthly Cash Requirement (Rs. Mn)												Quarterly Cash Requirement (Rs. Mn)				Remarks
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	
<b><u>Treasury Grants</u></b>																		
Capital Expenditure																		
Rehabilitation and Improvement of Capital Assets	28.0	4.0	1.0	1.0	4.0	2.0	2.0	3.0	3.5	4.0	1.0	1.5	1.0	6.0	8.0	10.5	3.5	
Acquisition of Assets	93.5	20.0	5.0	5.0	20.0	5.0	15.0	8.0	10.0	2.5	0.5	2.0	0.5	30.0	40.0	20.5	3.0	
Construction Projects																		
Establishment of Uva Wellassa University - Phase II (Six sub projects)	226.0	-	30.0	25.0	10.0	20.0	90.0	25.0	20.0	2.0	2.0	1.0	1.0	55.0	120.0	47.0	4.0	
Four Number of Staff Quarters	10.0	-	-	3.0	-	-	4.0	3.0	-	-	-	-	-	3.0	4.0	3.0	-	
Human Capital Development Projects	6.0	-	-	-	-	2.0	1.5	0.9	1.4	0.2	-	-	-	-	3.5	2.5	-	
Research and Development	13.5	1.0	1.0	2.0	1.0	2.0	1.0	1.0	2.0	1.0	1.0	0.5	-	4.0	4.0	4.0	1.5	
Budget proposals 2016 & 2017 - Technology Faculty	-	-	-	-	-									-	-	-	-	
Total Capital Expenditure	377.0	25.0	37.0	36.0	35.0	31.0	113.5	40.9	36.9	9.7	4.5	5.0	2.5	98.0	179.5	87.5	12.0	-
Recurrent Expenditure																		
Personal Emoluments	520.0	46.5	46.5	46.5	46.5	48.7	48.7	48.7	48.7	49.5	49.5	40.2	-	139.5	143.9	146.9	89.7	Note 01.
Other Recurrent	340.0	25.0	25.0	25.0	25.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	75.0	85.0	90.0	90.0	
Total Recurrent Expenditure	860.0	71.5	71.5	71.5	71.5	78.7	78.7	78.7	78.7	79.5	79.5	70.2	30.0	214.5	228.9	236.9	179.7	-
Grand Total	1,322.0	129.5	125.5	130.5	118.5	109.7	192.2	119.6	115.6	89.2	84.0	75.2	32.5	385.5	420.4	324.4	191.7	

Note I : Funds for personnel emoluments has been allocated based on monthly requirement and additional funds are required for the month of November and December 2019.

<b>UGC Grants</b>																		
Budget proposals 2016 & 2017 - Technology Faculty																		
Construction of Four Storied Building	45.0	15.0	10.0	15.0	5.0									40.0	5.0	-	-	
Rehabilitation and Improvement of Capital Assets	20.0	10.0	3.0	2.0	5.0									15.0	5.0	-	-	
Acquisition of Assets	20.0	8.0	4.0	6.0	2.0									18.0	2.0	-	-	
Total UGC Grants	85.0	33.0	17.0	23.0	12.0	-	-	-	-	-	-	-	-	73.0	12.0	-	-	



# **INTERNAL AUDIT PLAN FOR THE YEAR - 2019**

## **Uva Wellassa University**

# Uva Wellassa University – Badulla

## INTERNAL AUDIT PLAN FOR THE YEAR - 2019

(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
1	<b>FINANCE</b> 1.1 Payment Division	Verification of the position related to cash and equivalents.	To determine the total cash inflows and outflows have been accounted completely and accurately.	<ul style="list-style-type: none"> <li>Physical inspection of Shroff counter- cash Operations.</li> <li>Check the accuracy and authority of payment process of capital and recurrent vouchers.</li> <li>Check the accuracy of cash inflow process</li> <li>Check whether the bank reconciliations are prepared monthly and their accuracy.</li> <li>Verify the accuracy of petty cash reimbursement and supporting documents</li> <li>Check the settlement of cash advance</li> </ul>	H		✓		✓	480Hrs	
	1.2 Procurement Division	To assure the compliance with procurement guidelines.	<p>To review the transparency of the procurement process.</p> <p>To perform walk through test in Procurement process.</p>	<ul style="list-style-type: none"> <li>Check the procedures followed in sample procurement (goods &amp; services) to ensure whether the procurement guideline has been followed.</li> <li>Review of the preparation of the procurement plan and supplier registration process.</li> <li>Review of annual Procurement Plan and progress periodically.</li> <li>Delegation of work in procurement division.</li> </ul>	H	✓		✓		300Hrs	

(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
		Verification of main stores	To assure proper maintenance of physical stocks and Stores System	<ul style="list-style-type: none"> <li>Evaluate adequacy of internal control systems related to following key areas,               <ol style="list-style-type: none"> <li>Check all the goods are recoded in stores system (Existence).</li> <li>Sample check of valuation of stores goods with reports and ledgers.</li> <li>Storing arrangements and retrieving goods for ordering process.</li> </ol> </li> </ul>	H		✓		✓	100Hrs	
	<b>1.3 Salary Division</b>	Verification related to preparation of salaries, overtime, Loans and other statutory payments.	To assure that salaries are prepared according to respective circulars and Acts.	<ul style="list-style-type: none"> <li>Ensure that all staff is taken to payroll system.</li> <li>Ensure the adoption of all staff changes taken for payroll by considering the Return notes, revisions and circulars.</li> <li>Ensure the compliance with Tax administration activities.</li> <li>Review of loan granting and recovery procedures.</li> <li>Accuracy of overtime payment and calculations.</li> </ul>	M		✓		✓	250Hrs	
	<b>1.4 Reporting Division</b>	Reviewing the Final Accounts, budgets and other management Information.	To ensure that preparation and presentation of Final Accounts based on respective standards and circulars.	<ul style="list-style-type: none"> <li>Reconcile the Annual Accounts with respective control accounts.</li> <li>Review of annual budgets, cash forecast and capital outflows.</li> <li>Ensure the effective and efficient utilization of recurrent, capital grants and other funds.</li> </ul>	L		✓			170Hrs	

(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
2	2.1 Human Resource Division	Verification of HRM activities related to staff from recruitment to retirement.	To assure effectiveness and efficiency management of HRM Function.	<ul style="list-style-type: none"> <li>Review the Annual HR plan and its progress with cadre revisions.</li> <li>Examination of staff personal files and their compliances.</li> <li>Review staff administrations (increments, promotions, transfers) handled effectively.</li> <li>Review of procedures for staff training and development needs.</li> <li>Effective handling of labor tribunal cases and staff grievances.</li> </ul>	M	√			√	340Hrs	
	2.2 General Administration	01. Review of general administration activities, i. Security services ii. Cleaning service. iii. Transport services. iv. Residential facilities (Hostels, Staff quarters, Guest house) v. Others	(1) To assure effective and efficient management of general administration function.	<ul style="list-style-type: none"> <li>Reviews of hired services are managed in economical way.</li> <li>Assure that, hired services are obtained as per with respective circulars and Laws.</li> <li>Effective use of divisional staff for delegated work.</li> <li>Review of the operational strategies used by Administration Division.</li> <li>Monitor and review of management information related to administration work progress.</li> <li>Check the periodic maintenance of own vehicles.</li> </ul>	H	√	√	√	√	510Hrs	
		02. Identification and verification of Assets.	(2) To assure the Assets are perfectly utilized and located.	<ul style="list-style-type: none"> <li>Verify the completeness of preparing and updating the fixed Assets register.</li> <li>Review the Board of survey based on <b>FR 756</b>.</li> </ul>	H	√	√		√	150Hrs	<b>Note (3)</b>



(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
	<b>2.3 Capital Work Division</b>	Verify the Construction Management process.	To ensure effective management of capital work. (Constructions)	<ul style="list-style-type: none"> <li>Review of procurement plan related to construction work.</li> <li>Review the effectiveness in management of project administration work and documents.</li> <li>Review of adhoc reports on construction progress to University management.</li> </ul>	M	✓	✓			170Hrs	
	<b>2.4 Examination Division</b>	Review on publishing results.	To ensure the examination results are release on time.	<ul style="list-style-type: none"> <li>Review the publishing of results complied with academic calendar.</li> <li>Whether results sheets are issued timely for academic programmes, Degree/Diploma/ Certificates.</li> <li>Effectiveness of handling Student matters.</li> </ul>	M			✓		110Hrs	
	<b>2.5 Student Affairs Division</b>	Review the student administration.	To ensure that the effective and efficient management of student administration function.	<ul style="list-style-type: none"> <li>Review the student enrollment to university and inauguration process.</li> <li>Payment of Mahapola and Bursary and its reporting compliances.</li> <li>Effectiveness of student dispute handling and ragging</li> <li>Review of handling student administration activities.</li> <li>Effectiveness of handling Student matters.</li> <li>Check the hostel operations and formalize rented hostel procedures</li> </ul>	L	✓				170Hrs	

(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
	2.6 Office Of Registrar	Overall Management of University Operations	To assure that University carries out its Operations and its affairs, in compliance with respective rules, regulations, Acts and Circulars.	<ul style="list-style-type: none"> <li>Review of compliance requirements related to University Establishment Code, Financial Regulations and University Act.</li> <li>Compliance with other statutory requirements. (HE Ministry, UGC, Treasury)</li> <li>Assure the effectiveness of maintaining good staff moral and work ethics.</li> </ul>	L		√			150Hrs	
		Legal documentation & statistical work		<ul style="list-style-type: none"> <li>Ensure the legal validity of the documents and contracts signed by the University.</li> <li>Review legal contract agreements, offer and acceptance letters and other.</li> <li>Check the management of labor tribunal cases and staff legal proceedings.</li> <li>Review of vault placements for legal documents, registers and other supporting.</li> <li>Review preparation of ad hoc reports for progress and performance of the University.</li> <li>Review the accuracy of data and information Included in annual reports.</li> </ul>	M				√	160Hrs	

(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
	<b>2.7 Physical Education Center</b>	Review the physical educational development of human resource of the University.	To ensure the effective and efficient management of physical education process.	<ul style="list-style-type: none"> <li>Review of the annual physical Education activity plan and its progress.</li> <li>Verification of the sports equipment with the Inventory Register.</li> <li>Storing arrangement and issuing process of sports items for students.</li> </ul>	L		√			50Hrs	
	<b>2.8 Staff Development Center</b>	Review the annual staff development plan and its progress.	To ensure that all employees are well aware about institutional arrangement and management practices for smooth functioning of the system.	<ul style="list-style-type: none"> <li>Review the annual staff development plan and its progress and performance.</li> <li>Check the utilization of all resources allocated to the center.</li> <li>Identify the staff development areas which required further attention.</li> <li>Review the reporting compliances.</li> </ul>	L			√		30Hrs	
	<b>2.9 Career Guidance Unit</b>	To review the new job opportunities after the graduation of students	To ensure effectiveness and efficiency of CGU functions according to the guidelines	<ul style="list-style-type: none"> <li>Review the annual survey conduct by CGU</li> <li>Review the reporting Compliances.</li> <li>Check the utilization of all resources allocated to the center.</li> </ul>	L			√		40Hrs	
	<b>2.10 Maintenance Division</b>	To review the maintenance operation of university	To assure efficiency and economical methods practice in maintenance operation	<ul style="list-style-type: none"> <li>Review of work order and it's compliances</li> <li>Proper maintenance of stock and their effective usage.</li> <li>Periodic physical inspection of maintenance work.</li> </ul>			√			60Hrs	

(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
	<b>2.11 Medical Centre.</b>	Verification medical activities related to students and staff	To ensure that effectively and efficiency management of the medical activities.	<ul style="list-style-type: none"> <li>Periodic physical verification of medical stock.</li> <li>Verify the documents related to patients etc.</li> <li>Check Involvement of medical center to over lock food nutrition and minimize health hazards</li> </ul>				√		50Hrs	
<b>03</b>	<b>3.1 Academic Faculties</b>	Conduct the lectures, examinations and publish results according to the Scheduled time frame.	To ensure that academic functions are streamlined to operational guide lines	<ul style="list-style-type: none"> <li>Check whether lectures are conducted according to the scheduled time tables</li> <li>Check the student attendance records.</li> <li>Check the total expense incurred for the aptitude tests and results publishing procedures.</li> <li>Review student feedback evaluations.</li> <li>Check whether the allocations of academics for study programmes are done in economical way.</li> </ul>	L			√		220Hrs	
	<b>3.2 Library</b>	Overall management of library operations	To ensure that the proper records are maintained for lending and reference books.	<ul style="list-style-type: none"> <li>Check whether the annual verification is conducted.</li> <li>Check the procedure for recovering losses due to non- returned books and any other damages and the accuracy of accounting books.</li> <li>Check whether proper records are maintained for Library Management System.</li> </ul>	L				√	90Hrs	

(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
	<b>3.3 Laboratories</b>	Verify the laboratory purchases, maintenance and economical use of stocks and its safe custody.	To ensure effective and efficient management of laboratory and its equipment.	<ul style="list-style-type: none"> <li>Check the stocks at reasonable time intervals and records over inventory.</li> <li>Chemical control mechanism and approval.</li> <li>Check whether the required actions are taken to ensure the safety of the students and staff.</li> </ul>	M	√				270Hrs	
	<b>3.4 Research</b>	Review efficient and effective utilization of research grants	To achieve the maximum benefit through the internal and external researches	<ul style="list-style-type: none"> <li>Check whether interim reports and final reports of research are submitted to the research committee on due date.</li> <li>Check whether the Assets which are purchased by using the research grant, are entered to the inventory register.</li> <li>Follow up on research progress review based on the grants allocation.</li> <li>Review of the composition of pure research and applied research and their outcomes.</li> </ul>	L				√	180Hrs	
<b>04</b>	<b>Statutory Activities and Compliances 4.1 Audit and Management Committee</b>	Conducting Audit and Management Committee meetings	To assist and provide recommendations to improve the internal control systems	<ul style="list-style-type: none"> <li>Report the weaknesses in the internal control system to the committee and take actions for mitigate such shortcomings.</li> <li>Implement new procedures discussed in the committee</li> <li>Circulating the follow-up actions to the relevant divisions.</li> </ul>	-	√	√	√	√	206Hrs	

(1) Serial No	(2) Area	(3) Activity	(4) Objective of the Activity	(5) Internal Audit (IA) Activity	(6) Risk Rating	(7) Time frame for Internal Audit Operation				(8) IA Resource to be used – e.g. Total Man Hours	(9) Remarks
						Q1	Q2	Q3	Q4		
	<b>4.2 Coordination with the National Audit Office</b>	Maintaining the Audit Query register.	To formalize the answers and information sent to the National Audit Office	<ul style="list-style-type: none"> <li>Collecting all information and answers from relevant divisions and reviewing them</li> <li>Discuss the related issue with Registrar /Bursar, finalize the answers and forward to National Audit Office</li> <li></li> </ul>	-	√	√	√	√	485Hrs	
<b>05</b>	<b>Pre-Audit</b>	Examine and review the records of Refund of University Provident Fund & Pension funds, Gratuity payment, revised bond and final payment of capital work before sent for the Vice Chancellor's recommendation.	To ensure statutory payments are made on time and comply with the statutory requirements and Agreements.	<ul style="list-style-type: none"> <li>Review the accuracy and the completeness of the documents forwarded by HR and capital work divisions</li> <li>Confirmation that, there are no dues to the university from the applicant.(Staff)</li> <li>Physical inspection of the capital work location in order to monitor the physical completion.</li> </ul>	M	√	√	√	√	692Hrs	
<b>06</b>	<b>Special Investigations</b>	Activities assigned by Council, Vice Chancellor or AMC	To ensure that University carried out its operations and affairs effectively and efficiently.	<ul style="list-style-type: none"> <li>Perform audit procedures as required for the relevant event or activity based on the directions.</li> </ul>	-	√	√	√	√	102Hrs	

**Note:**

- 1.Coordinating and preparing audit related documents to the Committee of Public Enterprise (COPE) and review implementations of the recommendations made by the COPE will be performed as required.
- 2.Special attention will be given for requirements of Ministry of Higher Education and University Grant Commission.
- 3.Special attention will be given to Annual Board of Survey and reconciliation of fixed Assets Register (Under 2.2, activity 2).
- 4.Quarterly Audit activities will be based on the circulars published by Department of Audit and Management Service, Ministry of Finance.
- 5.It is only possible to cover *Sample Audit and Spot Audit* where necessary to cover all the required areas of the University.
- 6.The execution of the Audit Plan as the stated time frame can be varied due to current requirements and situations.
- 7.Minimum five (5) Audit and Management Committee Meeting (AMC) will be arranged to discuss the quarterly audited areas with the cooperation of Council members and other observers (Audit General UVA Province and UGC representatives).

**INTERNAL AUDIT PLAN FOR THE YEAR 2019****Uva Wellassa University****Working hours for Audit plan -2019**

No of working days for the year	246
Working Hours per day	7 1/2
No. of Staff	03
Total man hours	<hr/> 5535 <hr/>

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Uva Wellassa University