



திறனாய்வு கல்வியியல் மற்றும் தொழில்நுட்பப் பயிற்சி அமைச்சு  
Ministry of Skills Development & Vocational Training



தொழில்நுட்பப் பயிற்சி பல்கலைக்கழகம்  
University of Vocational Technology

வாழ்க்கை வாழ்வு  
ஆண்டறிக்கை  
Annual Report

2015

UNIVOTECH

**Vision**

***To be the leading University  
Providing Technical and Vocational Education  
For all with aspiration to achieve professional excellence.***

**Mission**

***To provide services in human resources, curriculum, learning  
resources development, research and consultancy.  
Achieve professional excellence with ethical rectitude and  
liaise with global Technical and Vocational Education sector,  
Academic community and Industry.***

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## **1.0 Message of the Vice Chancellor**

The University of Vocational Technology provides the qualification upgrading pathways to degree level for those progressing from Technical and Vocational Education as its main mandate. In 2015, The University commenced two new degree programs offered to 13 programs. Construction Technology and Resource Management, and Quantity Surveying were the industry relevant degree programs offered, which will cater the expanding construction Industry in Sri Lanka, and the University admitted 39 students and 49 students to the two degree programs respectively. Thereby the total student admission in 2015 increased to 560 students when compare with 463 students in the previous year.

Quality Assurance of study programs offered by the University is one of the main criterias in higher education. The appointment of the Director, Admission, Accreditation and Quality Assurance and the setting up of the division in end 2014, facilitated in making a marked progress in this area. The framework established by the University grants commission for Institutional Review and Program Review was used as the benchmark for quality Assurance work of the University. Setting up of Industry liaison committees for clusters of degree programs and use of comments made by industry representatives for curriculum reforms was one of the main outputs, Peer Assessment of lecturers, student feedbacks, Internal Academic Audits and establishment of a document control system were activities performed in year 2015 towards improvement of course delivery and overall quality improvement of graduates.

The Convocation of the University of Vocational Technology was held in December, 2015 at the BMICH and a total of 114 were contrived Bachelors Degrees. Several Academic staff members commenced their postgraduate studies by registering in Sri Lankan and Overseas Universities during the year 2015. The Skills Sector Development Program established in the Ministry of Skills Development and Vocational Training financially supported the staff members who sought their assistance for these postgraduates studies. Further, academic and administrative staff attended workshops, seminars and conferences in Sri Lanka and overseas during the year. Non -academic staff of the university were provided with short term training aimed at productivity improvement and leadership development.

Students of the University, while pursuing their studies, took part in several exhibitions and competitions. University of Vocational Technology teams won the Robotic competition organized by the Sri Lanka Institute of Information Technology and received both Gold and Silver medals. Students also organized several cultural and religious activities to display their talents and to promote harmony within the University community.

The University assisted the work of Skills Sector Development Program by conducting national Diploma in Technical Teacher Education, Certificate course in Training Centre Management, Industrial Training Management and Assessor Training. The University also developed or revised several course curricula at Certificate and Diploma levels for use in the Technical and Vocational Education and Training sector.

Five University Colleges established in 2014 in Matara, Ratmalana, Kuliypitiya, Anuradhapura and Jaffna operated in 2015 offering Diploma programs leading to NVQ 5&6 qualifications. Infrastructure development, equipment installation, procurement of furniture etc. Continued during the year with the first batch of students progressing with their studies. The University provided academic staff training and administrative and financial support for the operation of colleges.

The progress made by the university in 2015 is attributed to the directions of the Board of Governors, Academic council and the Faculty Board and the untiring work of all academic and non-academic staff if the University and the support of students. I wish to thank all of them for their commendable work and wish that the trends setup will continue in the future years.

*T. A. Piyasiri*

Dr, T.A.Piyasiri  
Vice Chancellor

## **2.0 Board Of Governors of the University - 2015**

Dr. T. A. Piyasiri,  
Vice Chancellor, University of Vocational Technology  
(Chairman).

Mr.R M Abeyratne  
Secretary,  
Ministry of Skills Development & Vocational Training,  
“Nipunatha Piyasa”  
354/2,Narahenpita

Mr.P.Ranepura,  
Secretary, Ministry of Higher Education,  
18 Ward Place, Colombo 07.

Eng.(Dr)Lionel Pinto,  
Chairman, Vocational Training Authority of Sri Lanka,  
Colombo 05.

Dr H.L.Obeysekara,  
Chairman,  
National Apprentice & Industrial Training Authority,  
Rajagiriya.

Mr.A.M.P.M.B.Atapattu,  
Director General,  
Department of Development Finance, Ministry of Finance,  
The Secretariat, Colombo 01.

Prof.P.Liyanarachchi

Mr. J A Ranjith  
Director General,  
Department of Technical Education & Training,  
Olcott Mawatha,  
Colombo 10.

Mr. Chandra Lal de Alwis,  
President,  
National Chamber of Commerce of Sri Lanka.

Mr.Didul Kodagoda,  
Former Chairman,  
Accreditation Board, Sri Lanka.

Engineer Tilak de Silva,  
President,  
Institution of Engineers, Sri Lanka (IESL).

Mr.Dinesh Rukmal Gardiarachchi  
No.73/12,Sri Saranankara Place,Dehiwala

Mr.A.R.Karunarathne,  
Director,(Human Resources)  
Board of Investment of Sri Lanka,P.O.1768,  
WTC, West Tower, Colombo 01.

Mr.Shantha Kuruppumullage,  
Director,Indexpo

Mr. Mufthy Hashim  
City & Guilds International,  
Colombo 02,  
Sri Lanka.

Eng. Jayantha Kumara Lankatilaka,  
Institution of Incorporated Engineers,  
Sri Lanka (IESL)

Mr. L. W. S. Kularathne,  
Dean, Faculty of Training Technology  
University of Vocational Technology

Mr. D. D. D. Suraweera  
Dean, Faculty of Industrial & Vocational  
Technology,  
University of Vocational Technology.

Mr. S.A. Liyanage  
Director, Admission, Accreditation & Quality  
Assurance,  
Academic Council nominee,  
University of Vocational Technology.

Mr. S P A R S Jayathilake,  
HOD Dept. of Electrical & Electronic  
Technology, Academic Council nominee,  
University of Vocational Technology.

Ms. Nilmini Diyabedanage  
Board Secretary  
Director General,  
University of Vocational Technology.



### **3.0 Members of Academic Council**

Dr.T.A.Piyasiri	- Vice Chancellor, Chairman
Mrs. N. Diyabedamage	- Director General
Dr. D.D.D.Suraweera	- Dean, Faculty of Industrial & Vocational Technology, UNIVEOTEC
Mr.L.W.S.Kularathne	- Dean, Faculty of Training Technology, UNIVOTEC
Eng.P.D.Sarath Chandra	- Outsider Faculty Nominee (UP to June 2016)- Former Senior Lecturer Mechanical Eng.)/HOD (Agricultural & Plantation Engineering)- OUSL, Nawala
Pro (Mrs.)G.I.C Gunawardhane	- Outside Faculty Nominee (Up to May 2016)- Emeritus Professor in Education – OUSL, Nawala
Eng. D.S.Hettiarachchi	- Director (Media & Information Services)
Mr.S.A.Liyanage	- Director (Admission Accreditation & Quality Assurance),Senior Lecturer, Head, Department of Language Studies/FTT
Mrs.Dilini Ranasooriya	- Head, Department of Language Studies from March 2015
Eng.(Mrs)W.C.C.Sumathirathne	- Senior Lecturer, Head, Department of Construction Technology/FIVT
Mr.S.P.A.R.S.Jayathilaka	- Senior Lecturer, Head, Department of Electrical & Electronics Technology/FIVT
Mrs.T.K.Malwaththa	- Senior Lecturer, Head, Department of ICT/FTT
Mr.Senesh Dissanaikie	- Senior Lecturer, Head, Film & Television Technology/FIVT
Ms M.Thenabadu	- Lecturer (Probationary), Head Department of Agriculture & Food Technology/FIVT
Ms.T.R.Vidanapathirana	- Lecturer (Probationary), Head, Department of Management Studies/FTT
Ms.GayanthiAlahapperuma	- Lecturer (Probationary), Head, Department of Manufacturing Technology/FIVT
Mr S.A.N.Dhanushka	- Lecturer (Probationary), Head, Department of Education & Training/FTT
Prof.(Mrs)Shironika P.Karunanayaka	- Professor in Educational Technology,(From October 2015)
Mr D.D.Wijesinghe	- Senior Lecturer (Gr.I)
Mr U.K.D.Sugathadasa	-Senior Lecturer (Gr.I) up to August 2015
Ms Padmashanthi Y.Gamage	- Senior Lecturer/ FTT
Eng.(Mrs.)J.K.Kanthi	- Senior Lecturer/ FIVT

## **4.0. Introduction**

### **4.1. Establishment of the University of Vocational Technology**

The University of Vocational Technology was established fulfilling a long waited need of the contemporary society for having a University distinct from other existing universities in Sri Lanka where potential students can be enrolled outside the G.C.E Advanced Level route.

At present, the University of Vocational Technology enrolls students with NVQ level 5 or relevant equivalent qualifications. Persons having those qualifications are different from G.C.E Advanced Level qualified students as they have gone through a diploma level technology programme with substantial industry exposure. Thus, within the undergraduate programmes, students are given higher theoretical knowledge in their specialization and exposed to obtain practical experience with new technological equipment in laboratories. They also achieve an industrial training of six months as undergraduate trainees during the fifth semester of the programme. Having technologically enriched through these activities, students will complete a student project during the final semester which would be product oriented and mostly based on industry requirement.

National Vocational Qualification (NVQ) frame work has come into operation before instituting the University of Vocational Technology, introducing NVQ level 1 to 4 (Certificate level) and 5 to 6 (Diploma level). With the establishment of this University, it completes the pathway up to NVQ level 7 which is the degree level. Hence, prospective diploma holders coming through pathways of either NVQ or non NVQ are now having the opportunity to be graduated in technology streams at the University of Vocational Technology.

### **4.2. The Objects of the University**

- a) Assist in the progressive development of students in technical and vocational education and training system, based on their aptitudes and abilities to acquire a University education;
- b) Provide pedagogical training for those undergoing training while serving in the technical and vocational education sector and industry;
- c) Assist in the development of course curricula for technical and vocational education and training;

- d) Provide course of study for middle level technical personal having qualifications as acceptable for admission of the University;
- e) Provide courses of study for those with National Vocational Qualification to upgrade their competency and acquire academic qualifications;
- f) Provide extension courses on continuous professional development; and
- g) Provide extension service to the public including institutions, in the construction, manufacturing, and service sectors.

### **4.3. Organizational Structure and courses of study of the University**

The Internal structure of the University of Vocational Technology has been formulated to meet demands of the stakeholders of the field such as the industry and also to satisfy the requirements of general community who seeks further and professional development in their careers. Accordingly, in addition to the administration and finance divisions, two faculties and a Centre for continuing professional development were established.

### **4.4. Faculty of Industrial and Vocational Technology**

This faculty of the University was established with the intention of opening pathways for middle level technically trained individuals saving in the industry to develop their knowledge skills and attitudes for their career advancement. There had been little or no opportunity in the country for those technically trained persons to obtain degrees and higher level qualifications in their respective fields. Degree programs that are offered by the faculty of Industrial and Vocational Technology would fill this gap and create more openings in not only conventional technology areas like civil, mechanical and electrical but also more integrated areas like building services, mechatronics and food process technology.

Faculty of Industrial and Vocational Technology offers 5 degree programmes leading to Bachelor of Technology (B Tech) in disciplines of Mechatronics Technology, Manufacturing Technology, Building Services Technology, Food Processing Technology and Film and Television Production Technology Construction Technology and Recourse Management and Quantity Surveying.

In addition to Human resource Development offered at undergraduate level and extension programs, one of the important responsibilities of the Faculty of Industrial and Vocational Technology is to establish liaison with academic and Industry pertaining to the multidisciplinary technical fields.

#### **4.5. Faculty of Training Technology**

Faculty of Training Technology has been established to create opportunities for higher studies in the fields of teacher Education, Information and Communication Technology and Management. All degree courses conducted by the faculty are designed with the intention of opening pathways for middle level technicians and trainers in order to develop their knowledge, skills and attitudes to a higher level. At presents the faculty conducts five degree programmes for diploma holders, TVET trainers and school Teachers qualified in relevant fields.

The Faculty offers 2 degree programmes leading to Bachelor of Education and 4 degree programmes leading to Bachelor of Technology. Bachelor of Education in Technology (B Ed Tech) focuses on imparting teaching and training methodologies pertaining to technology education. B Ed in English Language Teaching is the other B. Ed programme.

All three ICT courses namely, B.Tech in Software Technology, B.Tech in Network Technology and B.Tech in Multimedia and Web Designing Technology continued in 2015. During the first year of these three degree courses studies are combined in computer science, software development, information systems, multimedia, web development and computer networks. Later the opportunities are created to specialize in the areas of software development, information systems, computer networks, web development and multimedia production. Further a new degree programme B.Tech in Industrial Management was introduced to match the demand of the Industrial sector.

#### **4.6. Continuing Education Centre**

Continuing Education Centre (CEC) is the University arm formulated to conduct Diploma, certificate, short courses, continues professional development programmes and other extension programmes. As empowered by the Act of Parliament, the University is continuing the training courses such as diploma, certificate and series of short courses initiated by the former organization, National Institute of Technical Education of Sri Lanka (NITESL).

Among short term professional development programmes, Trainer Training and Assessor Training programmes are to be underlined due to the demand and essentiality in the field. Training of Trainers Programmes (TOT) are designed for professional development of the personnel of the industry and Teaching fields of the TVET sector. These courses are more practically oriented and sometimes, for some areas, those would be continuing for another period of one week or two weeks for further training.

Training of Assessors programme is highly significant for the all public and private training institutes of the TVET sector. Trainee Assessors are selected by the Tertiary and Vocational Education Commission and forwarded to the CEC for training. At the University they will undergo a one week training programme on assessment methodology including mock assessments.

## 5.0. Faculty of Industrial and Vocational Technology

### 5.1. Student Intake – 2015

Aptitude test to select students for the two batches (Weekday and Weekend) of the programmes of B. Tech. in Manufacturing Technology, Mechatronics Technology, Building Services Technology, Food Process Technology, Film & Television Production Technology, Construction Technology & Resource Management and Quantity Surveying was conducted on 15<sup>th</sup> February 2015. Based on the performance of the Aptitude test 294 students were admitted for the academic year 2015/2016. Details are given in Table 1.

**Table 1 Student Intake - Faculty of Industrial & Vocational Technology for the academic year 2015/2016.**

#	B. Tech. Degree Programme	Mode of conduct	No. of Students registered		
			Male	Female	Total
1.	Manufacturing Technology	Weekdays	13	00	13
2.	Manufacturing Technology	Weekend	12	03	15
3.	Mechatronics Technology	Weekdays	14	00	14
4.	Mechatronics Technology	Weekend	35	02	37
5.	Building Services Technology	Weekdays	13	06	19
6.	Building Services Technology	Weekend	25	04	29
7.	Food Process Technology	Weekend	25	23	48
8.	Film & Television Production Technology	Weekend	29	02	31
9.	B. Tech. Construction Technology & Resource Management	Weekend	32	07	39
10.	B. Tech. Quantity Surveying	Weekend	28	21	49
<b><i>Grand Total registered in the Faculty of Industrial and Vocational Technology</i></b>					<b>294</b>

## **5.2. Foundation Programme**

Inaugural ceremony and the orientation programme were conducted for weekday programme on 09<sup>th</sup> March 2015 and weekend programme on 14<sup>th</sup> March 2015. Foundation programme for selected students of the weekday programme was commenced on 16<sup>th</sup> March 2015 on essential basic subjects such as Mathematics, Information Technology and English. This programme was ended on 24<sup>th</sup> April 2015.

The same programme for the selected students of weekend programme was commenced on 21<sup>st</sup> March 2015 and concluded on 26<sup>th</sup> April 2015.

## **5.3. B. Tech. degree (Weekday & Weekend) programmes**

The proper degree programmes for the newly registered weekdays-batch (B1) and weekend-batch (B2) were commenced on 05<sup>th</sup> May 2015 and 09<sup>th</sup> May 2015 respectively. Semester 3 of the second year (B1) batch was also commenced in parallel with the B1 batch on 05<sup>th</sup> May 2015. During the whole semester 5, I.e. from March to September 2015, final year students underwent Industry Training in various places in the industry.

Details of students population of B. Tech. degree programmes offered by the faculty is given in table 2.

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**Table 2 Student population**

Title of the Degree Course	Year of Registration																	
	2013 - Weekday			2013 - Weekend			2014 - Weekday			2014 - Weekend			2015 - Weekday			2015 - Weekend		
	Intake			Intake			Intake			Intake			Intake			Intake		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
Building Services Technology	07	03	10	25	09	34	13	03	16	24	12	36	13	06	19	25	04	29
Manufacturing Technology	10	00	10	25	01	26	00	00	00	11	03	14	13	00	13	12	03	15
Mechatronics Technology	19	00	19	36	01	37	17	00	17	39	02	41	14	0	14	35	02	37
Food Process Technology	--	--	--	10	08	18	--	--	--	22	13	35	--	--	--	25	23	48
Film & Television Production Technology	--	--	--	--	--	--	--	--	--	33	03	36	--	--	--	29	02	31
Construction Technology & Resource Management	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	32	07	39
Quantity Surveying	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	28	21	49
<b>Batch Total</b>	<b>36</b>	<b>03</b>	<b>39</b>	<b>96</b>	<b>19</b>	<b>115</b>	<b>30</b>	<b>03</b>	<b>33</b>	<b>129</b>	<b>33</b>	<b>162</b>	<b>40</b>	<b>06</b>	<b>46</b>	<b>186</b>	<b>62</b>	<b>248</b>

**5.4. Examinations conducted for the faculty in 2015**

Details of examinations conducted during year 2015 for both weekday and weekend batches are given in Table 3.



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**Table 3 Examinations conducted for the faculty in 2015**

#	B. Tech. Degree Programme	Year of First Registration	Mode of conduct	Semester End Examination	From	To
1.	Mechatronics Technology	2015	Weekdays	Semester 1	07.09.2015	18.09.2015
2.	Manufacturing Technology					
3.	Building Services Technology					
4.	Mechatronics Technology	2015	Weekend	Semester 1	24.10.2015	08.11.2015
5.	Manufacturing Technology					
6.	Building Services Technology					
7.	Food Process Technology					
8.	Film & Television Production Technology					
9.	B. Tech. Construction Technology & Resource Management					
10.	B. Tech. Quantity Surveying					
11.	Mechatronics Technology	2014	Weekdays	Semester 2	26.01.2015	06.02.2015
12.	Building Services Technology					
13.	Mechatronics Technology	2014	Weekend	Semester 2	04.07.2015	19.07.2015
14.	Manufacturing Technology					
15.	Building Services Technology					
16.	Food Process Technology					
17.	Film & Television Production Technology					
18.	Mechatronics Technology	2013	Weekdays	Semester 4	05.02.2015	16.02.2015
19.	Manufacturing Technology					
20.	Building Services Technology					
21.	Mechatronics Technology	2013	Weekend	Semester 4	04.07.2015	19.07.2015
22.	Manufacturing Technology					
23.	Building Services Technology					
24.	Food Process Technology					
25.	Mechatronics Technology	2011	Weekend	Semester 6	18.02.2015	27.02.2015
26.	Manufacturing Technology					
27.	Building Services Technology					

### 5.5. Visiting Lecturers in 2015

Faculty is obtaining services of visiting lecturers and resource persons due to the following;

- Due to the shortage of permanent academic staff
- To establish better linkages with industry and academia of other universities and higher education institutions

Details of visiting lecturers employed by the faculty for all degree programmes are given in Table 4.

**Table 4 Visiting Lecturers in- 2015**

#	B. Tech. Degree Course	Mode of conduct	Semester	No. of Visiting Lecturers
1.	Mechatronics Technology	Weekdays	1	07
2.	Manufacturing Technology			
3.	Building Services Technology			
4.	Mechatronics Technology	Weekend	1	49
5.	Manufacturing Technology			
6.	Building Services Technology			
7.	Food Process Technology			
8.	Film & Television Production Technology			
9.	Construction Technology & Resource Management			
10.	Quantity Surveying			
11.	Mechatronics Technology	Weekdays	2	05
	Building Services Technology			
12.	Manufacturing Technology	Weekend	2	37
	Mechatronics Technology			
	Building Services Technology			
	Food Process Technology			
	Film & Television Production Technology			
13.	Manufacturing Technology	Weekdays	3	15
	Building Services Technology			
14.	Manufacturing Technology	Weekend	3	31
	Mechatronics Technology			

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	Building Services Technology			
	Food Process Technology			
15.	Manufacturing Technology	Weekdays	4	11
	Mechatronics Technology			
	Building Services Technology			
16.	Manufacturing Technology	Weekdays	4	14
	Mechatronics Technology			
	Building Services Technology			
17.	Manufacturing Technology	Weekend	6	12
	Mechatronics Technology			
	Building Services Technology			

### **5.6. Exemptions granted for B. Tech Students**

Exemptions were granted to students based on the policy on granting exemptions approved by the Academic Council. Students were considered to be eligible for exemptions only if they had NVQ 6 diploma or equivalent or higher qualification. Exemptions were granted for modules provided that the student has successfully completed the equivalent subject at diploma level. Students were required to produce original transcript of the Diploma as evidence.

Students who sought exemptions had to apply under two categories. Students in Category 01 were granted exemption from attending lectures and practical classes and all assessments including semester end examination. However his/her performance in the particular module was considered to be equivalent to simple pass for the purpose of calculating GPA. Students fell into category 02 were granted exemptions from attending lectures and practical classes. But they were required to complete the continuous assessments and sit for the semester end examinations. Consequently, performance levels that the students achieved at those evaluations were counted for their GPA calculation.

The number of students for whom exemptions were granted under the above two categories is given in Table 5.

**Table 5 No. of Students received exemption from Semester - I**

#	B. Tech. (Weekend) Course - 2014	No. of Students received exemption	
		Category 01	Category 02
1.	Mechatronics Technology	14	01
2.	Manufacturing Technology	05	00
3.	Building Services Technology	10	00
4.	B. Tech. Construction Technology & Resource Management	10	00
5.	B. Tech. Quantity Surveying	04	00

### **5.7. Work Based Industrial Training**

Work based industrial training is an important mandatory component of Bachelor of Technology programmes, which lasts for six months except in Food Process Technology where it is three months. This module is offered in semester 5. Students are placed in industry in collaboration with National Apprentice & Industrial Training Authority under its undergraduate training placement scheme. Comprehensive assessment scheme was developed to assess the work based industrial training of students as this component is considered in students Grade Point Average (GPA).

### **5.8. Research**

All academic staff members of the faculty are engaged in research activities. Those who submitted proposals in 2013 submitted their research reports and submitted new proposals for 2015 and are continuing the research.

## 5.9 Faculty Board Meetings

Meetings of the Faculty board were conducted on each month. Total of 12 meetings were held during 2015.

External faculty board members were appointed to the Faculty Board from 1<sup>st</sup> of January 2015, under Part V Section 25 (g) of the UNIVOTEC Act, for a period of 3 years. Their details are given in Table 6. Later Dr. D. Pathiraja declined to attend the meeting due to personal reasons. Other 3 members are attending to the Faculty Board meeting on regular basis.

**Table 6 Details of External Faculty Board members**

1	Mr. Prabath Abeysinghe Assistant Production Manager (Workshops)	Colombo Dockyard PLC, P.O. Box 906, Colombo
2	Eng. P.C. Jinasena Additional General Manager	Central Engineering Consultancy Bureau, No- 415, Bauddaloka Mawatha, Colombo - 7
3	Dr. Mrs. Sujeewa Ariyawansa Principal Scientist	National Aquatic Resources Research and Development Agency (NARA)
4	Dr. D. Pathiraja	D/2/3/3, Torrington Flats, Stage 3, Torrington Av. Colombo - 05

Mr. W.M.D.S. Weerakoon (Building Services Technology) and Mr. K.K.D.P. Kannangara (Mechatronics Technology) served as Student Representatives of the Faculty Board till July 2015. Thereafter they were replaced with Mr. R.K.A.D.P. Ariyaratne (Mechatronics Technology) and Mr. G.D.D.R. Jayasinghe (Food Process Technology).

## 5.10 Participation in Exhibitions and Competitions

Students of the faculty participated in the Techno 2015 exhibition organized by the Institution of Engineers Sri Lanka.

Students participated in the Robotics Competition organized by the Sri Lanka Institute of Information Technology under the guidance of Mr. S.P.A.R.S Jayathilake Senior lecturer and Head Electrical and Electronic Technology and Mr. Motoaki Fuchiwaki, Senior Japanese

Volunteer. Students won first, second and fourth places of the competition securing gold and silver medals beating students of other established universities.

### **5.11 Staff Recruitments**

Through GIZ services of Mrs. Beate Breitwieser was obtained as a consultant for Building Services Technology in the capacity of Senior Lecturer Grade II for a period of two years commencing on 27.08.2015.

### **5.12. Staff Development Programmes**

UNIVOTEC is implementing the human resource development policy developed by the ministry under the sector skills development programme. Following staff members were given opportunities for developing their capacity by undergoing various short term training programmes conducted locally as well as overseas.

#### **Local**

Academic staff members participated in training programmes and workshops.

1. Ms. S.R.M.P. Seneviratne, Lecturer (Probationary) – Seminar on Project Management & Contract Administration
2. Ms. S.R.M.P. Seneviratne, Lecturer (Probationary) – One day Workshop on Residential Foundation and Construction Techniques with Concrete Technology
3. Ms. S.R.M.P. Seneviratne, Lecturer (Probationary) – One day Workshop on Plumbing Technology at CHPB
4. Ms. S.R.M.P. Seneviratne, Lecturer (Probationary) – Seminar on Construction Insurance
5. Ms. W.C.C. Sumathiratne, Senior Lecturer – CPD Course on Modern Electronic Components
6. Mr. M.W.P. Maduranga, Lecturer (Probationary) – CPD Course on Modern Electronic Components
7. Ms. W.C.C. Sumathiratne, Senior Lecturer – Practical Aspects of Bid Evaluation
8. Ms. M. Thenabadu, Lecturer (Probationary) – Practical Aspects of Bid Evaluation
9. Mr. M.W.P. Maduranga, Lecturer (Probationary) – Practical Aspects of Bid Evaluation

**Overseas**

1. Dr. D.D.D. Suraweera, Dean / Senior Lecturer – Seminar on Sri Lanka Vocational Education Institution Management for Sri Lanka – Economic & Commercial Counsellor’s Office, China
2. Mr. K. M. S. A. D. Bandara, Senior Lecturer - Training Course on Radio Broadcasting Technology for Developing Countries - Economic & Commercial Counsellor’s Office, China
3. Mr. S.P.A.R.S. Jayathilaka, Senior Lecturer – Capacity Building Programme for the Teachers of Vocational Training Institutions - Korea

**Scholarship of Postgraduate Studies**

Following Academic Staff members were offered scholarship to study for their Ph.D under the Sectors Skills Development Programme of the Ministry. Details are given bellow.

1. Mr. Jayalal Wettasinghe - Asian Institute of Technology – Thailand
2. Mr. S.D.A. Sanjeewa - Asian Institute of Technology – Thailand
3. Mrs. Malkanthi Thenabadu – Faculty of Graduate Studies, University of Colombo

In addition to that following staff members sponsored to follow certificate course in Teaching in Higher Education programme conducted by University of Sri Jayawardenepura.

1. Ms. K.G. Alahapperuma
2. Mr. R.R.M.D.P. Rathnayake
3. Mr. M.W.P. Maduranga
4. Mr. C.J. Abyewickrama

**5.13.Introduction of New Degree Programme**

Bachelor of Technology in Construction Technology and Resource Management and B. Tech. in Quantity Surveying was introduced in the year 2015. These two degrees are conduct on weekend basis and 88 students were enrolled in the academic year 2015/2016.

#### **5.14. Establishment of Industrial Liaison Committee**

Industrial Liaison Committees were established covering all technology areas of degree programmes. First round of meetings were held during the September – October 2015. Suggestions and recommendations made by the respective committees were tabled at the Faculty Board and thereafter at the Academic Council. Actions are been taken to incorporate the suggestions and recommendations made by the industrial liaison committees by appointing committees to review and revise the relevant degree curricula.

#### **5.15. General Convocation- 2015**

Convocation of the University held on 08<sup>th</sup> December 2015 at BMICH. Forty four (44) students of the Faculty of Industrial and Vocational Technology who followed B. Tech. degrees in Building Services Technology, Mechatronics Technology and Manufacturing Technology graduated at the details are in given Table 7.

**Table 7 Details of Graduates**

<b>Title of the Degree Course</b>	<b>No. of Students</b>
B. Tech. Building Services Technology	22
B. Tech. Manufacturing Technology	11
B. Tech. Mechatronics Technology	11
<b>Batch Total</b>	<b>44</b>

#### **5.16. Targets in 2016**

It is expected to enrol 340 students in the 2016 / 2017 Academic Year. Quarters



## **6.0. Faculty of Training Technology (FTT)**

Faculty of Training Technology of the University of Vocational Technology has been established for conducting academic programmes in the specialization areas of education, teaching and training technology.

The Faculty provides a variety of programmes leading to B.Tech and B.Ed degrees in ICT, Education, ELT and Management for TVET trainers and those who are interested. The programs are offered with the intention of opening pathways for middle level technicians and trainers in order to develop their knowledge, skills and attitudes to a higher level so that they will be able to perform better at work places and pursue their higher studies.

These degree programmes are specially designed for those who have passed out from College Of Technology, teachers in schools and TVET sector and others holding the required diploma level qualifications to upgrade their competencies up to degree level.

A Foundation program has been designed for bridging the core knowledge, skills and attitudes in basic modules such as Mathematics, English and Basic Information technology and conducted for one month at the commencement of each program every year.

Based on the performance of the Aptitude test, the students were admitted to the respective degree programmes for the academic year 2015/2016. Details are given below.

**Table 8 Student Intake - Degree programmes for the academic year 2015/2016**

#	B. Tech. Degree Programme	Mode of conduct	No. of Students registered		
			Male	Female	Total
11	B.Tech in Multimedia & Web Technology	Weekdays	16	20	36
12	B.Tech in Software Technology	Weekdays	18	07	25
13	B.Tech in Network Technology	Weekdays	25	02	27
14	B.Tech in Multimedia & Web Technology	Weekends	16	15	31
15	B.Tech in Software Technology	Weekends	20	10	30
16	B.Tech in Network Technology	Weekends	27	05	32
17	Bachelor of Education in Technology	Weekends	07	08	15
18	Bachelor of Education in ELT	Weekends	09	29	38
19	B.Tech in Industrial Management	Weekends	11	11	22
<b>Grand Total registered in the Faculty of Training Technology</b>					<b>256</b>

## 6.2. Foundation Programme

The inauguration ceremony and the orientation programme were conducted on 16<sup>th</sup> March 2015. Foundation programme for selected students of the weekday programme was commenced on 16<sup>th</sup> March 2015 on essential basic subjects such as Mathematics, Information Technology and English. This programme was ended on 24<sup>th</sup> April 2015.

The same programme for the selected students of weekend programme was commenced on 21<sup>st</sup> March 2015 and concluded until 26<sup>th</sup> April 2015.

### **6.3. B. Tech. Degree (Weekday & Weekend) Programmes**

First semester of year 1 for week day degrees were commenced on 05<sup>th</sup> May 2015. After 16 weeks, Semester 1 end examination was held from 07<sup>th</sup> to 18<sup>th</sup> of September 2015. Second semester of year 1 was commenced on 12<sup>th</sup> October 2015.

First semester of year 1 for week end degrees was commenced on 09<sup>th</sup> May 2015. After 22 weeks, Semester 1 end examination was held on 24<sup>th</sup> October to 08<sup>th</sup> November 2015. Second semester of year 1 was commenced on 14<sup>th</sup> November 2015.

A summary of student intake for all B. Tech. and B. Ed degree programmes is given in the follow

**Student Population**

Title of the Degree	Year of Registration																				
	2012 - Week days Intake			2013 - Week days Intake			2013 - Week ends Intake			2014 - Week days Intake			2014 - Week ends Intake			2015 - Week days Intake			2015 - Week ends Intake		
	Mal	Fe	Tot	Mal	Fe	Tot	Mal	Fe	Tot	Mal	Fe	Tot	Mal	Fe	Tot	Mal	Fe	Tot	Mal	Fe	Tot
Network Technology	33	07	40	26	02	28	29	03	32	25	02	27	30	00	30	25	02	27	27	05	32
Multimedia & web	08	20	28	13	11	24	13	10	23	08	19	27	18	14	32	16	20	36	16	15	31
Software Technology	12	09	21	14	10	24	14	05	19	17	11	28	18	08	26	18	07	25	20	10	30
Education in Technology	08	03	11	-	-	-	-	-	-	-	-	-	17	02	19	-	-	-	07	08	15
Education in English	09	17	26	-	-	-	06	31	37	-	-	-	06	31	37	-	-	-	09	29	38
Industrial Management	-	-	-	-	-	-	-	-	-	-	-	-	08	03	11	-	-	-	11	11	22
<b>Batch Total</b>	<b>70</b>	<b>56</b>	<b>126</b>	<b>53</b>	<b>23</b>	<b>76</b>	<b>62</b>	<b>49</b>	<b>111</b>	<b>50</b>	<b>32</b>	<b>82</b>	<b>97</b>	<b>58</b>	<b>155</b>	<b>59</b>	<b>29</b>	<b>88</b>	<b>90</b>	<b>78</b>	<b>168</b>

#### 6.4. Examinations Conducted for the Faculty in 2015

#	B. Tech. Degree Programme	Year of First Registration	Mode of conduct	Semester End Examination	From	To
1.	B.Tech in (ICT)	2013	Weekdays	Semester IV	05.02.2015	13.02.2015
2.	B.Tech in (ICT)	2011	Weekdays	Semester VI	16.02.2015	27.02.2015
3.	B.Tech in (ICT)	2014	Weekdays	Semester II	26.01.2015	06.02.2015
4.	B.Tech in (ICT)	2013	Weekend	Semester IV	04.07.2015	02.08.2015
5.	English Language Teaching	2013	Weekend	Semester IV	04.07.2015	02.08.2015
6.	B.Tech in (ICT)	2014	Weekend	Semester II	04.07.2015	02.08.2015
7.	English Language Teaching	2014	Weekend	Semester II	04.07.2015	02.08.2015
8.	B.Tech in Industrial Management	2014	Weekend	Semester II	04.07.2015	02.08.2015
9.	B.Tech in (ICT)	2014	Weekdays	Semester III	07.09.2015	18.09.2015
10.	B.Tech in (ICT)	2015	Weekdays	Semester I	07.09.2015	18.09.2015
11.	B.Tech in (ICT)	2015	Weekend	Semester I	24.10.2015	08.11.2015
12.	English Language Teaching	2015	Weekend	Semester I	24.10.2015	08.11.2015
13.	B.Tech in Industrial Management	2015	Weekend	Semester I	24.10.2015	08.11.2015

### **6.5. General Convocation- 2015**

General Convocation of the University was held on 08<sup>th</sup> December 2015 at BMICH. 70 students of the Faculty of Training Technology who followed B. Ed and B.Tech. degrees in Education Technology, English Language Teaching, Multimedia & Web Technology, Network Technology, and Software Technology graduated on that day. Details are given below.

<b>Title of the Degree Course</b>	<b>No. of Graduands</b>
Bachelor of Education in Technology	03
Bachelor of Education in English Language Teaching	12
Bachelor of Technology in Multimedia & Web Technology	12
Bachelor of Technology in Network Technology	27
Bachelor of Technology in Software Technology	16
<b>Batch Total</b>	<b>70</b>

## 6.6. Details of Academic Staff

The permanent academic staff members of the Faculty shown below were involved in delivering lectures conducting practical sessions, preparing and evaluating assignments and written question papers and all other academic activities.

### Academic Staff of the Faculty involved in Implementation of Degree and Diploma Programmes in – 2015

#	Name & Designation	Course	Module / Subject
01	Mr. L W S Kularatne Dean, Senior Lecturer Gr. II	B.Ed (ELT) B.Tech (Mec) B.Tech (ICT)	1. Communication Skills – 1 &2 2. Business &Professional Communication Skills 3. Advanced ELT Methodology 4. Poetry
02	Mr. S A Liyanage Director (Admission Accreditation & Quality Assurance) Senior Lecturer Gr. II	B.Tech (ICT) B.Ed. (ELT)	1. Computer Assisted Language Learning 2. Academic Reading and Writing 3. Critical Reading and Writing
03	Mr. U K D Sugathadasa Senior Lecturer I, Head (Curriculum Development Unit)	B.Tech (ICT) B.Ed.Tech	1. Multimedia Product Development
04	Mrs. T K. Malwatta Senior Lecturer Gr. II, Head, Department of ICT	B.Tech (ICT) B.Tech (BST/MAN/MEC)	1. Web Programming 2. Programming in C++
05	Ms. Y G. Padmashanthi Senior Lecturer Gr. II	B. Ed. Tech B. Ed. (ELT)	1. Teaching Learning Methods I 2. Teaching Learning Methods II 3. Internship

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06	Mrs. T R L Vidanapathirane Lecturer (Probationary) Head, Department of Management Studies	B.Tech (ICT) B.Tech (IMT) B.Tech (BST/MAN/MEC)	1. Entrepreneurship Development and Management 2. Quality Management 3. Marketing Management 4. Management Process & Practices
07	Mr. S A N Danushka Lecturer (Probationary) Head, Department of Education	B.Ed. Tech B.Ed.(ELT) NDTVE NDQS NDTTE	1. Instructional Media 2. Research Methodology, 3. Theme Papers 4. Advanced Instructional Media 5. Educational Management 6. Educational Psychology 7. Educational Measurement & Assessment 8. Assessment of Learning 9. Evolution of TVET 10. Creating & Maintaining Learning Career at Workplace

#	Name & Designation	Course	Module / Subject
08	Ms. Dilini Ranasuriya Lecturer (Probationary) Head, Language Studies	B.Tech. (ICT) B.Tech. (Man/Mec) B.Ed.(ELT)	1. Mass Communication 2. Communication Skills 3. Introduction to literature
09	Ms. S G. Nambuwasam Lecturer (Probationary)	B.Tech (ICT)	1. Web Technology & Applications Internet Technologies 2. Programming in Java 3. Data Structures and Algorithms 4. Software Development & Practices 5. Data Structure & Algorithms 6. Web Interface Designing & Application Software



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10	Mr. P Uruthiran Lecturer (Probationary)	B.Tech (ICT) B.Ed. Tech	1. Database Analysis and Design 2. Programming in .NET 3. Advanced .Net 4. Database programming
11	Mr. R M C Asoka Bandula Lecturer (Probationary)	B.Tech (ICT)	1. Computer Architecture & Operating System 2. Digital Electronics 3. Internetwork Routing 4. Internetwork Switching 5. Enterprise Technology & Architectures
12	Mrs. K G N P Rajapaksha Lecturer (Probationary)	B.Tech (Man) B. Ed. (ELT) B.Tech (IM) B.Tech (IM) B.Tech (FPT)	1. Environmental Management and Cleaner Production 2. Work study & Ergonomics 3. Business Economics 4. Introduction to Economics 5. Introduction to Management & Finance
13	Ms. U Sivachelvy Lecturer (Probationary)	B.Tech (IM) B.Tech (Mec/Man/BST)	1. Introduction to Accounting 2. Costing 3. Management Accounting 4. Industrial Economics & Management
14	Mrs. B M T D Jayasekera Lecturer (Probationary)	B.Tech (ICT) B.Tech in (BST/MAN/MEC)	1. Research Methodology 2. Business Statistics I 3. Business Statistics II
15	Mrs. Y S Manatunge Lecturer (Probationary)	B.Ed.(ELT) B. Ed. Tech.	1. Basic Instructional Media 2. Educational Psychology 3. Professional Development

#	Name & Designation	Course	Module / Subject
16	Ms. N L B Oshadie Lecturer (Probationary)	B.Tech. (ICT) B.Tech (Man) B.Tech (IM)	1. Project management 2. Strategic Management

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17	Ms. J A M B Karunaratne Lecturer (Probationary)	B.Ed. (ELT) B.Tech. (ICT)	<ol style="list-style-type: none"> <li>1. Applied Linguistics</li> <li>2. Sri Lankan Literature</li> <li>3. Communication Skills – I</li> <li>4. Communication Skills –2</li> <li>5. Commonwealth Literature</li> <li>6. Fiction</li> <li>7. Discourse Analysis</li> </ol>
18	Eng. H P A I Pathirana Lecturer (Probationary)	B. Tech. (ICT) B.Tech. (Mec)	<ol style="list-style-type: none"> <li>1. Computer Network</li> <li>2. Data Communication</li> <li>3. Introduction to Communication System</li> <li>4. Wireless Communication</li> <li>5. Information System Security Practice</li> <li>6. Network Administration</li> </ol>
19	Mr. A S K Wijayawardena Lecturer (Probationary)	B.Tech.(ICT)	<ol style="list-style-type: none"> <li>1. Database Implementation</li> <li>2. Software Testing &amp; Reliability</li> <li>3. Enterprise Java</li> <li>4. Software Architectures &amp; Design</li> </ol>
20	Ms. N W K D V P Opatha Lecturer (Probationary)	B.Tech.(ICT)	<ol style="list-style-type: none"> <li>1. Database Management Systems</li> <li>2. Software Quality Assurance</li> <li>3. Professional Issues in IT</li> <li>4. Software Development Practices</li> </ol>
21	Ms. A A Gunawardhana Lecturer (Probationary)	B.Tech (ICT) B.Ed.(ELT) B.Tech (BST/MAN/MEC/	<ol style="list-style-type: none"> <li>1. Communication Skills</li> <li>2. Poetry</li> <li>3. South Asian English</li> </ol>
22	Mr. P H S S Wijayarathna		

## 6.7 Visiting Staff of the Faculty - 2015

The following visiting staff have provided their services in the Faculty of Training Technology in conducting the degree programmes in the year 2015.

### Visiting Staff of the Faculty of Training Technology – 2015

#	Resource Person	Course	Module Name
01	Dr. Ananda Edirisuriya	B.Tech-ICT Degree (Software/ Multimedia & Web)	1. Software Development and Evolution 2. Real- time programming 3. Enterprise System Design
02	Dr. L. Ranathunga	B.Tech-ICT Degree (Network/Software/ Multimedia & Web)	1. 2D and 3D Graphics 2. Web Programming 3. Multimedia Data Processing 4. Digital Signal Processing Techniques and Image Processing
03	Ms. S S V De Silva	B.Tech-ICT Degree (Multimedia & Web)	1. Art & Design
04	Mr. Lalith Wasantha	B.Tech-ICT Degree (Multimedia & Web)	1. Audio and Video Production Technology 2. Audio and Video editing Techniques
05	Mr. S I B Pussegoda	B.Tech-ICT Degree (Network)	1. System Administration 2. Windows Server Administration 3. Network Systems
06	Mr. U K D Sugathadasa	B.Tech-ICT Degree (Multimedia & Web) B.Ed (ELT)	1. Mathematics 2. Multimedia Product Development

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			3. Advanced Instructional Media 4. Fundamental of ICT
07	Mr. D Wijesinghe	B.Tech-ICT Degree (Network/Software/ Multimedia & Web)	1. Network Administration
08	Ms. S N Bandara	B.Tech-ICT Degree (Network/Software/ Multimedia & Web)	1. Database Programming
09	Prof. Charles Senerath	B.Tech-ICT Degree (Network/Software/ Multimedia & Web)	1. Psychology
10	Prof. Raja De Alwis	B.Tech-ICT Degree (Network/Software/ Multimedia & Web)	1. Meditation & Stress Management

#	Resource Person	Course	Module Name
11	Mr. Prabath Samarasinghe	B.Tech-ICT Degree (Multimedia & Web) B.Tech in IM	1. Animation Technology and Applications 2. ICT for Management 3. Management Information System
12	Mrs. G J Gunawardhana	B.Tech-ICT Degree (Network)	1. Internetwork 2. Enterprise Net 3. Broadband Network 4. Photonics Fiber Optics
13	Mr. S I B Pussegoda	B.Tech-ICT Degree (Network)	1. Windows Server Administration 2. Network Systems
14	Mr. Samiru Gayan	B.Tech-ICT Degree	1. Wireless Communication

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		(Network)	
15	Dr. U Gunasekara	B.Tech-ICT Degree (Network/Software/ Multimedia & Web)	1. Photography
16	Ms. S Wickramanayake	B.Tech-ICT Degree (Network/Software/ Multimedia & Web)	1. Information System Management
17	Mr. S N S B W Semasinghe	B.Tech-ICT Degree (Network/Software/ Multimedia & Web)	1. Occupational Health & Safety
18	Dr. Ruwan Abeyssekara	B.Tech-ICT Degree (Network)	1. Information Systems Security & Practices
19	Mr. A R Premalal	B.Tech-ICT Degree (Network/Software/	1. Communication Skills - II
20	Mr. Sumith De Silva	B.Tech (IM)	1. Marketing Management
21	Ms. Harshani Edirisinghe	B.Tech (IM)	1. Industrial & Commercial Law
22	Mr. Indika de Silva	B.Tech (IM)	1. Mathematics for Management
23	Mr. Samantha Mathara Arachchi	B.Tech (IM)	1. Electronic Commerce & Web Technology
24	Mr. Prasanna Illankoon	B.Tech (IM)	1. Introduction to Quality Management
25	Mr. G Jayachandran	B.Tech (BST/MAN/MEC)	1. Communication Skills
27	Ms. Anjalee Sulakkhana	B.Tech (FTPT)	1. Communication Skills

## 6.8 Exemptions Granted for B. Tech students

Policy on granting exemption was developed. Students were considered to be eligible for exemptions only if they had NVQ 6 diploma or equivalent or higher qualification. Exemptions were granted for modules provided that the student has successfully completed the equivalent subject at diploma level. Students were required to produce original transcript of the Diploma as evidence.

Students who sought exemptions had to apply under two categories. Students in Category 01 were granted exemption from attending lectures and practical classes and all assessments including semester end examination. However his/her performance in the particular module was considered to be equivalent to simple pass for the purpose of calculating GPA. Students fell into category 02 were granted exemptions from attending lectures and practical classes. But they were required to complete the continuous assessments and sit for the semester end examinations. Consequently, performance levels that the students achieved at those evaluations were counted for their GPA calculation.

The list of student numbers for whom exemptions were granted under the above two categories is shown below.

### **No. of Students received exemption from Semester - I**

#	B. Tech. (Weekend) Course - 2015	No. of Students received exemption	
		Category 01	Category 02
4.	Software Technology	03	00
5.	Network Technology	05	00
6.	Industrial Management (Whole semester except Communication Skills were exempted)	04	00

## **6.9 Industrial Training**

Industrial training is an important component of Bachelor of Technology programmes, which lasts for six months. After restructuring the curriculum structure, this module is offered in semester 5. Students are placed in industry in collaboration with National Apprentice & Industrial Training Authority under its undergraduate training placement scheme.

## **6.10 Industrial Liaison Committees**

Industrial liaison committees have been established for each degree programme to assist and advice on the conduct of the programmes so that it would enhance the quality of delivery and final product.

## **6.11 Research**

All academic staff members including the newly recruited members of the Faculty have commenced research activities. Those who submitted proposals in 2014 have submitted their draft of the reports.

## **6.12 Faculty Board Meetings**

Meetings of the Faculty board were conducted each month so that 12 meetings were held during 2015.

Ms. K A I M Abherathne (Multimedia & Web Technology) and Mr. I V Suraj Sandeepana (Network Technology) had been nominated by the Students' Assembly as Student Representatives to the Faculty Board.

## **6.13 CSR programmes**

- The students conducted a CSR programme titled "Sisu Sithata Sisilak" to assist school children in Mo/Keerthi Kumarapura K.V on 28, 29, 30 November 2015
- Organizing guest lectures
- Book launch, publication of newsletters and producing short documentary films etc.

- Wesak Bathi Gee, Saraswathi Pooja, Christmas Carols, Kala Ulela
- The Faculty Board has proposed a series of activities to assist those who in need of financial and educational assistance in close proximity to the University.

#### **6.14 Participation in exhibitions**

- Undergraduate students of the Faculty have participated in Techno Sri Lanka 2015 exhibition representing the University.
- Students have been involved in organizing and participating in inter –faculty Robotics competition organized by the Dept. of Electrical and Electronics Technology.
- In addition to that students participated in the Robotics Competition organized by the Sri Lanka Institute of Information Technology.

#### **6.15 Staff Recruitments**

The Faculty has obtained the services of senior academic from Open University of Sri Lanka under sabbatical leave.

Prof. (Mrs) S P Karunanayake, recruited on 07<sup>th</sup> September 2015.

#### **6.16 Resignations**

1. Ms. S S Suloshana, Demonstrator resigned from service effective from 24<sup>th</sup> June 2015.

#### **6.17 Retirement**

1. Mr. U K D Sugathadasa, Senior Lecturer / Head, Curriculum Development Unit & former Dean of the Faculty of Training Technology retired on 25<sup>th</sup> August 2015.



## **6.18 Staff Development Programmes**

Academic staff members who participated in training programmes.

### Overseas - Postgraduate Studies

- Mr. L W S Kularatne - Ph .D Candidate at Open University, Malaysia - Completed 1<sup>st</sup> course work
- Mr. S A Liyanage - Ph .D Candidate at Open University, Malaysia - Completed 1<sup>st</sup>Year course work
- Eng. H P A I Pathirana - Registered for Master of Information Technology Degree at Flinders University, Australia

### Overseas Short-term Training

- Mr. S A N Danushka - Overseas training on Educational Management, in Asian Institute of Technology (AIT), Thailand, March 2015

## **6.19 Targets in 2016**

All the degree programmes that have been offered by the Faculty in the year 2015 will be offered with more emphasis on quality assurance and maintenance of provision of maximum benefits to the students.

A postgraduate programme in Education Management has been planned to be designed and delivered in the year 2016. The online mode of delivery of all Academic programmes is to be enhanced.

## **6.20 Curriculum Development Unit**

### **Completed Curriculum Development – SSDP**

<b>#</b>	<b>Occupation</b>
1	Refrigeration and Air-conditioning Serviceman
2	Caregiver
3	Elevator Technician
4	Tiller
5	Diesel Pump Room Mechanic
6	Handicraft/ Handloom
7	Machine Operator
8	Leather Product Craftsman
9	Dental Surgery Nurse Assistant
10	Aquaculture Technician
11	Web Developer

### **Ongoing**

<b>#</b>	<b>Occupation</b>
1	Multi Skill Construction Craftsman
2	Building Service Technician
3	Wood Carving Artist

### **Completed Curriculum Revision – SSDP**

<b>#</b>	<b>Occupation</b>
1	Pattern Maker
2	Fabric Inspector
3	Fabric Cutter
4	Receptionist
5	Wood Craftsman(Furniture)
6	House Hold Electrical Appliance repairer

- 7 Draftsperson
- 8 Refrigeration and Air-conditioning Mechanic
- 9 Offset Lithomachine Operator
- 10 Secretary

**Ongoing**

#	Occupation
1	Plumber

**Curriculums Received after validation for editing/ rewriting**

- | # | Occupation                                    |
|---|---|
| 1 | Rubber Processing Machine Operator            |
| 2 | Refrigeration and Air-conditioning Serviceman |
| 3 | Caregiver                                     |
| 4 | Mason (Construction craftsman)                |
| 5 | Fabric Inspector                              |
| 6 | Elevator Technician                           |

**NCS received to develop new curricula- 2015**

- | #  | Occupation                                |
|----|---|
| 1  | Multi Skills Maintenance Craftsman        |
| 2  | Batik Artist                              |
| 3  | Field Officer (Forestry)                  |
| 4  | Laboratory Assistant                      |
| 5  | Accounting Sector (5 & 6)                 |
| 6  | Nurse (5 & 6)                             |
| 7  | Preschool Management (5 & 6)              |
| 8  | Industrial mechatronic Technician         |
| 9  | Business Associate                        |
| 10 | Agrochemicals Sales & Technical Assistant |

**NCS received to develop new curricula before 2015**

#	Occupation
01	Optician

## **7.0 Continuing Education Centre**

Continuing Education Centre (CEC) has been coordinating and conducting Diploma, certificate, short courses, continuous professional development programmes and other extension programmes, since the inception of the University. It is the University arm which continues the activities of preceding institute, National Institute of Technical Education of Sri Lanka, as empowered by the Act of Parliament.

Among short term professional development programmes, Training of Trainers (ToT) and Training of Assessors (ToA) programmes are conducted based on the demand and essentiality in the field. These are designed for professional development of the personnel of the industry and teaching fields of the TVET sector. Although these programmes are small in duration, these are more practically oriented providing opportunities for experiencing real environment of work.

### **7.1 National Diploma Programmes**

Responsibility of conducting National Diploma programmes was transferred to Colleges of Technology and University Colleges. However the programmes commenced in 2013 and early 2014, will be conducted by the University through CEC until the end. Accordingly, by December 2015, there had been 04 National Diploma programmes being conducted in the fields of Technical Education and Quantity Surveying. (See Table below)

National Diploma in Technical Teacher Education which has been accredited for NVQ Level 5, will be continually conducted by CEC as it is pedagogical Diploma. At present Skills Sector Development Programme of the Ministry sponsors this programme. Programmes of National Diploma in Quantity Surveying will be terminated in 2016.

<b>Programme</b>	<b>No. registered</b>		
	<b>Male</b>	<b>Female</b>	<b>Total</b>
National Diploma in Technical Teacher Education (2014/2015)(NDTTE)	193	65	258
National Diploma in Technical Teacher Education (2015/2016) (Commenced in December 2015)	127	111	238
National Diplom in Quantity Surveying (2013/2015)(NDQS)	32	13	45
National Diplom in Quantity Surveying (2014/2016)	37	13	50
<b>Total</b>	<b>389</b>	<b>202</b>	<b>591</b>

The two coordinators for NDTTE and NDQS were Mr. S.A.N. Dhanushka, Lecturer and Mrs. Thilaka Paranavithana, (External Person) respectively.

## **7.2 Assessor Training**

Training of Assessors programme is highly significant for the all public and private training institutes of the TVET sector. Trainee Assessors are selected by the Tertiary and Vocational Education Commission and forwarded to the CEC for training. At the University they will undergo a one week training programme on assessment methodology including mock assessments.

Assessor training is conducted at two different forms such as NVQ Level 1 to 4 and NVQ Level 5 & 6. These two training programmes differ from each other in terms of curriculum content, evaluation and mode of approach.

In 2015, CEC has conducted 07 Training of Assessors (ToA) programmes and trained 219 Assessors. (Table No 10)

**Table 9 Assessor Training conducted in 2015**

<b>Programme</b>	<b>No. attended</b>		
	<b>Male</b>	<b>Female</b>	<b>Total</b>
Training of Assessors (ToA – 70)	12	08	20
Training of Assessors (ToA – 71)	20	17	37
Training of Assessors (ToA – 72)	16	17	33
Training of Assessors (ToA – 73)	22	14	36
Training of Assessors (ToA – 74)	31	07	38
Training of Assessors (ToA – 75)	15	02	17
Training of Assessors (ToA – 76)	26	12	38
<b>Total</b>	<b>142</b>	<b>77</b>	<b>219</b>

The coordinator of the programme of training of Assessors is Mrs. U. Sivachelvy, Lecturer.

### **7.3 Industrial Training Management**

Industrial Training has been a vigorous component for not only diploma programmes but post diploma courses also. Industrial Training gained in a specific period such as 03 to 06 months has been made compulsory from NVQ Level 01 to 07. National Apprentice and Industrial Training Authority is the mandated organization for providing Industrial Training for TVET students. However, it has been observed that the officers handling Industrial Training of students of their training agency should be updated and made aware of management components pertaining to Industrial Training Management.

Industrial Training Management programme continues for 05 days highlighting the importance of industrial exposure for TVET trainees and relevant management skills. 137 persons have been trained in Industrial Training Management, in 2015. (Table No 11)

**Table 10 Industrial Training Management conducted in 2015**

<b>Programme</b>	<b>No. attended</b>		
	<b>Male</b>	<b>Female</b>	<b>Total</b>
Programme – 01 (NAITA)	19	09	28
Programme – 02 (NAITA)	13	07	20
Programme – 03 (DTET-11, NYSC-05, CGTTI-04, OU(NIFNI)-02)	11	11	22
Programme – 04 (VTA)	24	06	30
Programme – 05 (VTA-27, DTET-10)	27	10	37
<b>Total</b>	<b>94</b>	<b>43</b>	<b>137</b>

Mrs. N. L. B. Oshadie, Lecturer serves as the coordinator of Industrial Training Management programme.

#### **7.4 Training Centre Management**

Training Centre Management is another 05 day programme which is highly important for CEOs of training agencies and the officers who expect to be CEOs in training agencies. This programme provides opportunities to gain a knowledge in Management aspects pertaining to managing a training centre, Procurement procedures, Budgeting, Administration and Financial Regulation etc.

127 persons from training agencies were trained last year under this programme. (Table No 12)

**Table 11 Training Centre Management conducted in 201**

Programme	No. attended		
	Male	Female	Total
Programme – 01 (NYSC-17, OU-01, NYC-02)	18	02	20
Programme – 02 (VTA)	21	09	30
Programme – 03 (NAITA)	12	07	19
Programme – 04 (DTET)	20	04	24
Programme – 05 (VTA)	24	10	34
<b>Total</b>	<b>95</b>	<b>32</b>	<b>127</b>

Training Centre Management programme is coordinated by Mrs. Thamara Jayasekara, Lecturer.

### 7.5 Training of Trainers (ToT) / Staff Development Programmes

CEC conducts training sessions for trainers on demand. Many of those are pertaining to teaching and training Methodologies and strategies. However, on demand, some staff development programmes are conducted in special fields such as procurement procedures, quality development etc. Many programmes of this nature are funded by private sector organizations and projects.

Following staff development programmes were conducted in 2015 in various fields.

Programme	No. attended		
	Male	Female	Total
Multiplier training programme with ITE Singapore (Coordinator: Mr. N. L. J. C. Liyanage)- 05 days	96	84	180
ITE Singapore Multiplier Training (Coordinator: Mr. N. L. J. C. Liyanage)-05 days	109	63	172
Training of Trainers (UNIDO – Cinnamon Industry) (Coordinator: Mrs. Yamuna Manathunga)-06 days	13	01	14
Training of Trainers (University college staff) (Coordinator: Miss. Padmashanthi Gamage)-15 Saturdays	24	27	51
Training of Trainers on NVQ Level-01 (TVET Trainers) (Coordinator: Mr. S. A. N. Dhanushka)- 02 days	20	07	27



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Training of Trainers (Education Department – Western Province) (Coordinator: Mrs. Yamuna Manathunga)-05 days	03	52	55
Staff Development (MIS Training for the University Staff) (Coordinator: Mr. N. L. J. C. Liyanage)- 03 days			167
ToT – Developing Quality Leaders in TVET (Coordinator: Mr. S. A. Liyanage)- 03 days	26	09	35
Staff Development (Capacity Building in Procurement & Bid evaluation) - (Coordinator: Mr. N. L. J. C. Liyanage)- 02 days	39	16	55
<b>Total</b>			<b>756</b>

All the programmes conducted through the Continuing Education Center of the University were coordinated from CEC by Mrs. Nilanka Meepegamage, Mr. N. L. J. C. Liyanage and Miss Abashi Wickremasinghe.

### **7.6 Conducting Practical Sessions for External Organizations**

Since the University possesses technology laboratories with new equipment, many external Educational and Training organizations keep on requesting to use these facilities for conducting practical sessions for their students at Diploma and Higher Diploma level. In 2015, CEC coordinated this activity for following organizations.

- (i) City and Guilds International
- (ii) University College of Construction Technology
- (iii) Institution of Engineers Sri Lanka

## **7.7 Curriculum Development for Skills Sector Development Division (SSDD) of the Ministry**

Curriculum Development for TVET sector had been a major activity of the preceding organization of the University, the National Institute of Technical Education of Sri Lanka (NITESL), along with the responsibility of training of trainers of the sector. Skills Sector Development Division (SSDD) of the Ministry provides funds for developing new curricula and revising existing curricula.

The National Competency Standard is prepared by NAITA and the related curriculum is developed by the University of Vocational Technology. Within the two years of 2014 to 2015, 13 new curricula were developed by the University while 11 existing curricula were revised.

## **7.8 2016 Activities**

Action Plan for the year 2016 has already prepared and submitted. Accordingly, the CEC will continue with same SSDD activities as before. Some requests have already received for conducting Trainer Training programmes and practical sessions for external organizations.

## **8.0 Admission, Accreditation and Quality Assurance Division**

### **8.1 Introduction**

As the first step to establish an Admission, Accreditation and Quality Assurance Division, the post of Director –Admission, Accreditation and Quality Assurance that was created by the provisions of the University of Vocational Technology Act was filled by appointing Mr. S A Liyanage, Senior Lecturer, Grade II, for a period of three years, with effect from September 1st, 2014.

Subsequently, a Quality Assurance Committee was formed to work on the quality related matters of (i) Academic Programmes, (ii) Co-curricular activities, (iii) Recreation, and Social welfare. Priority was given to streamlining of academic programmes by reviewing curricula, by-laws, regulations, rules of the educational programmes and at the same time a number of procedures, policies, and guidelines were developed to ensure consistency and efficiency in academic and administration matters.

**Table 12 Establishment of the AAQA Division**

<b>Activity</b>	<b>Progress</b>	<b>Remarks</b>
Appointment of Director	Appointed	With effect from September 1st ,2014
Location	A room on the first floor of Continuous Education (CEC)Centre Building	It is intended to move to a more spacious place with the expansion of the Division.
Furniture	Purchased	Sufficient for three staff members and storage of documents.
Electronic equipment	Purchased	Sufficient for three staff members There is suggestion to install a teleconferencing system to facilitate more effective communication with University Colleges.
Human Resources	An Office Aide has been attached to the Division	More staff will be appointed with expansion of the Division.

**Table 13 Admission**

<b>Activity</b>	<b>Progress</b>	<b>Remarks</b>
Student Admission for the year 2015	<p>Advertised in newspapers of all three languages, Selection test (Aptitude test) was held on the February 16th, 2015. Approximately 140 students and 450 students for Batch one (Week day batch) and Batch two (Weekend Batch) were registered. Inauguration Ceremony for Batch One was held on the February 16th 2015, and the Foundation Programme for the batch One commenced on the February 17th.</p> <p>The two events for batch Two were held on the March 21st, 2015.</p>	<p>Almost the same procedure of the previous years was followed this time as well. It is expected to plan to do the registration process online from the year 2016.</p>

## **8.2 Accreditation**

All departments/programmes are to compile the relevant documents including the following as proof that the University follows the established norms and procedures practiced by Higher Education Institutes

### **Documental support**

- a. Proposal to the Faculty Board
- b. Dates and other details of appointment of a curriculum development committee
- c. Details of the meetings of curriculum development committee
- d. Dates and other details of approval from Faculty Board, Academic Council, and Admission, Accreditation and Quality Assurance Council
- e. Approved curriculum
- f. List of resource persons and their Cvs.
- g. Handbook
- h. Lists of students of each batch
- i. Records of results of students

- j. By Law
- k. Regulation
- l. Rules

**Table 14 Progress of Activities**

<b>Activity</b>	<b>Progress</b>	<b>Remarks</b>
Compiling documents as proof that the University follows established norms	All approved by-laws and regulations, and the rules developed by each of the programmes of study reviewed by the Academic Council. All programmes have developed the Student Handbook. More comprehensive version of the handbooks is being developed by the respective Heads of Departments/ Programmes.	Those reviewed documents are to be produced to the board of Governors for its approval
Obtaining Students Feedback	Necessary forms were developed and approved by the Academic Council. Most programmes obtain feedback from students at the end of each semester	The analysis of feedback carried out by respective Deans' offices. With expansion of the AAQA Division it will take over the activity.
Establishment of Liaison Committees	Established. Inaugural meetings were held.	Programmes of study which share common fields were clustered in forming the committees.
Peer Assessment of Lecturers	A particular form/ guidelines to be used was agreed at the Academic Council.	The activity needs more supervision.
Internal Audit	The first round of internal audit of the Programmes of study using a checklist that was approved by the Academic Council was conducted	The process of internal audit has to be extended to other divisions (for instance EEC) as

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		well to ensure that the approved procedures are followed.
Introducing variety of modes in delivering Programmes of studies	Some programmes have started utilizing the University Learners Management System (LMS) to enhance student centered education	This also needs more guidance and emphasis.
Establishing a Control of Documents system	Procedure was approved by the Academic Council, and it is being followed	Copies of By-laws and Regulations have been distributed, and amendments are updated regularly
Accreditation of NVQ Level 5 and 6 Programmes conducted by the UNIVOTEC	National Diploma in Quantity Surveying was accredited as NVQ Level 5 and 6 by TVEC.	All steps have been taken to accredit the National Diploma in Technical Teacher Programme
Developing a quality assurance mechanism for University Colleges	Completed Training provided	Necessary guidance and support was given to the key officers of UCs with the help of the TVEC. They are in the process of developing necessary

### 8.3 Quality Assurance Committee

A Quality Assurance Committee has been established.

#	Name	Designation
1	Mr. Sudath Liyanage	Director: AAQA
2	Mr. Suraj Jayathilaka	Head, Dept. of Electrical and Electronics

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3	Mr. Senesh Bandara	Senior Lecturer
4	Ms. BMTD Jayasekera	Lecturer
5	Mr. ASK Wijewardene	Lecturer
6	Ms. WPGC Pramila	Asst. Registrar
7	Mr. R D Nishantha	Asst. Bursar

The Committee studied the UGC's The legal framework, procedures and guidelines for evaluating applications for

- (i) Granting degree awarding status to state and non- state higher education institutes/institutions
- (ii) Approval for degrees to be awarded by the UGC recognized degree awarding institutes and /institutions
- (iii) Recognition of professional qualifications/ memberships awarded by specified professional authority/ recognized professional institutes/ institutions.

and recommended measures that are to be taken to ensure that degree programmes offered by the UNIVOTEC conform to the requirements specified in number ii above. (The Committee was of the view that it should first focus on number two above, as the UNIVOTEC is already a University established by a parliamentary act, and therefore number one above is irrelevant, and number three above is less significant for the time being)

The number two above, i.e., (ii) Approval for degrees to be awarded by the UGC recognized degree awarding institutes and /institutions has six main areas against which there are a number of criteria/standards, and evidence that are considered in an event of accreditation of a degree course.

The Committee received the guidance of two consultants appointed by the University, namely, Prof. Indra Dayawansa, and Dr. Ranjan Perera. The members have been working on an agreed area to make sure the University conforms to the expected standards.

<b>I. Admission criteria and procedure</b>	<b>1.Ms.WPGC Pramila</b>
<b>II. Academic Programme</b>	<b>2.Mr. Sinesh Bandara Dissanayaka</b>
<b>III. Standard and quality assurance</b>	<b>3.Mr. Sudath Liyanage</b>
<b>IV. Academic and research competencies of staff</b>	<b>4.Ms. B MTD Jayasekera</b>
<b>V. Teaching training facilities</b>	<b>5.Mr. ASK Wijewardene</b>
<b>VI. Student support services and welfare</b>	<b>6.Mr.Suraja jayathilaka</b>

After working on agreed on areas, the committee will meet again in 2016 October to review the progress and discuss the future plan.

**Some of the practices/ activities/ products/ documents that should be available as evidence to prove that the standards coming under those six areas stipulated in UGC document. Their present status, and relevant observations are shown below;**

<b>I. Admission criteria and procedure</b>		
Documents relating to admissions MIS, Student profiles	MIS has been launched and is being used for a number of purposes	A Demonstration on the use of MIS should be organized to get a better understanding
Summary of examination results (semester-wise) of the students of all the batches of the programme	Maintained at Examinations and Evaluation Centre (EEC)	
Records of students registration annually	Maintained at Student Services Division	To be streamlined
Records on passed- out students	This is yet to be monitored	An alumina should be established



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A prospectus on student admission Broachers and other promotional materials	Prospectus is to be printed soon	
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<b>II. Academic Programme</b>		
<b>Activity</b>	<b>Progress</b>	<b>Remarks</b>
Corporate plans of the Institute	Available	
Curriculum and design plans Minutes of curriculum development committee Curriculum development and design plans Existing curriculum Course development documents	Most of the documents are available with Heads of Departments/Programmes	After the second round of Internal Audit a detailed report will be produced to the Academic Council
Faculty board minutes	Kept at respective Deans' offices and with ARs.	Very methodically exercised activity
Academic Council and council minutes	Kept at VC's , Deans' AR's Offices	Very methodically exercised activity
Department/ Faculty teaching and learning plan Curriculum design and design and development plans Minutes of the curricula development committee Benchmark statements Learning and teaching policies Curriculum accreditation	On the whole, the documents are available	After the second round of Internal Audit a detailed report will be produced to the Academic Council
Minutes of the HOD meetings Minutes of the curricula review committee	With the first round of internal audit , many departments have started	Regularity of this will maintained through a consistent schedule of internal audits
Qualifications of the academic staff	Scheme of Recruitments has been approved by the Department of	

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	Management	
Year planner Learning and teaching plan	Available Available	The Heads of Programmes will maintain those for all modules.
Operational schedules Semester time tables Past question papers Assignments given Samples of students' answer scripts Other continuous assessments methods given	Available	All past papers can be viewed at the library.  The Heads of Programmes will maintain those for all modules.
Students' final thesis reports	Available at HOD offices	A copy is kept in the library
Examination timetables Result board minutes	Available at EEC	Once internal audit is extended to other divisions this will be monitored better.
Course outlines	Available at HOD Offices	
Past question papers Examination time tables	Available at EEC and the Library	
Guidelines given for preparation of final thesis or report	Available	Academic Council approval has been granted

<b>III Standard and quality assurance</b>		
Quality framework, agenda and minutes of relevant committees, quality circles,	Available	
Documents on external quality assurance agency.	Not applicable	University follows the guidelines given in relevant UGC documents
Website	Available	Needs improvement to make it more interactive
Internal circulars,	Available	
Quality Assurance Framework,	Available	Approved by the Academic Council
Quality Assurance Policy documents	Available	Should be reviewed
Planning and implementation committee meeting minutes	Available- Development Committee could be considered as a similar body	Meets monthly Quality Assurance Committee meeting will meet once two months from October 2015

<b>Iv Academic and Research Competencies of Staff</b>		
<b>Activity</b>	<b>Progress</b>	<b>Remarks</b>
Corporate /strategic plan, institution panning and human	Most of the Documents available	The documents are kept in different divisions/ offices
Staff Development Training Plan,	10 Postgraduate scholarships been offered out of which 4 academic staff members have commenced studies. 2- full time abroad, and 2- online- blended. A decision has been taken to extend the financial support to any Academic Staff member who want to pursue	

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	postgraduate programmes	
Technology policy documents; technology committee meeting minutes, training in technology	There is a separate division which attends to Media and ICT related matters.	Once internal audit is extended to other divisions this will be monitored better.
Research committee composition, minutes and budget allocations, guidelines rules and regulations and roles and responsibilities of various members.	A Committee has been appointed and monitoring all researches conducted by the Academic Council. Every member has completed his/her research for the year 2014. All necessary documents are available	New proposals for the year 2015 are being received by the Committee Prof. Shironika Karunanayaka, Eng. Sarath Chandra, who is an external member of the AC , Mr. D D Wijesinghe, Head –CEC, are the members of the Committee
Policy documents, MOUs, minutes of executive bodies ,	Executive bodies like Board of Governors, Admission Accreditation and Quality Assurance Council , Academic Council, Development Committee, Quality Assurance Committee maintain minutes properly	A policy document for ICT should be developed.
Extension activity committee minutes, records on extension activities,	Continuing Education Centre handles extension activities and necessary records are available	
Annual reports	Available	Annual report for the year 2014 was approved by the Board of Governors

<b>V Teaching /Training Facilities Specific to the Study Programme</b>		
<b>Activity</b>	<b>Progress</b>	<b>Remarks</b>
Classrooms with the required ICT support to run the scheduled contact sessions,	Available	With the completion of new building there will be improvement
Necessary physical infrastructure (space and buildings) is available for conducting small group interactions and other academic activities.	Available	With the completion of new building there will be improvement
Strategic plan,	Available	
minutes of the various infrastructure development committees	Available	
The buildings and physical space are sufficient to accommodate the administrative staff, for document processing, storage and other purposes.	Available	
The institution has well equipped laboratories including media and production laboratories for developing course materials	Available	The development process of laboratories continues.
The institute has a master plan reflecting the future development of the campus	Available	
The library facilities of the institution are developed keeping in mind the requirements of the distance learner.	New books worth about 15m purchased in December 2014	A Technical Committee has been appointment to supervise the matters pertaining to purchasing of library books.
The information makes extensive use of technology for learning and ensures that the technical infrastructure for delivery(e.g.	Computer labs are available with internet facilities.	The first semester of NDTTE, will be delivered as a blended
The institution has a management Information System (MIS) in place which provides for proper communication among the various units of the institution, with the various stakeholders and with the staff and learners.	An MIS is available	A demonstration of the functions/ or how it could be made use of , should be organized.

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<b>Vi Student Support Services and Welfare</b>		
<b>Activity</b>	<b>Progress</b>	<b>Remarks</b>
Appointment letters issued by higher authorities,	Available	
student counsellors,	Appointed	
Information pack,	Should be improved	
year planner,	Available	
Career guidance policy and plan	Not available	
Availability of sports facilities with students and staff	Facilities available for cricket (soft ball) and volleyball	This is an aspect which needs immediate action. Until a recreation hall is built, a temporary arrangement to facilitate sport facilities should be made.
Canteen	Available	About 100 students can be accommodated. The existing canteen is being refurbished
Hostels	Available	New hostels are to be built according the Master Plan
computer facilities	Sufficient facilities available with Internet access	

## **9.0 Department of General Administration**

Department of General Administration facilitates the smooth operation of the University whilst managing the Human Resource of the University in the sense of Academic and Administration staff. The main administrative facilitation includes,

- Documents office management
- Information routing and tracking
- Routine operation of programs
- Daily administration of program activities, including Mail, document, and message handling
- Scheduling meetings, conferences and other events of the University.
- Travel arrangements
- Office supply control
- Routine inquiries and replies
- Documents unit staff meeting proceedings
- Documents on-going and one-time planning, review, and evaluation of unit programs, projects, and services

## 9.1 Status of the cadre

approved cadre of the University consists with 193 positions and the status of the cadre by 30<sup>th</sup>

<b>Non - Academic Staff</b>			
<b>Designation</b>	<b>Approved Cadre</b>	<b>Existing Staff</b>	<b>Vacancies</b>
<b>Senior Level</b>			
Director General	1	1	0
Director (Finance)	1	1	0
Director ( Media Information Services)	1	1	0
Director (Admission, Accreditation Quality Assurance)**	1	1	0
Senior Assistant Registrar	1	0	1
Senior Assistant Librarian	1	1	0
<b>Tertiary Level</b>			
Assistant Bursar	3	3	0
Statistical Officer	1	1	0
Assistant Registrar	3	3	0
Producer	1	1	0
Internal Auditor	1	1	0
System Administrator	2	0	2
Assistant Librarian	3	2	1
<b>Secondary Level</b>			
Associate Officer	18	11	7
Works Superintendent	1	1	0
Program Officer	2	2	0
System Administrator*	0	2	0
Lighting Technician	1	1	0
Computer Technician	1	1	0
Laboratory Technician	4	3	1
Management Assistant	45	43	2
<b>Primary Level</b>			
Driver	7	7	0
Video Cameraman	4	2	2
Audio Visual Assistant	1	1	0
Electrician	1	1	0
Plumber	1	0	1
Laboratory Assistant	1	0	1
Air Condition Mechanic	1	0	1
Library Attendant	1	1	0
Gardner	1	0	1
Computer Laboratory Attendant	1	1	0
Office Aide	22	21	1
Bus Conductor & Office Aide	1	1	0
	<b>134</b>	<b>115</b>	<b>21</b>
<b>Academic Staff</b>			
Vice Chancellor	1	1	0
Professor	2	1	1
Associate Professor	1	0	1
Senior Lecturer I	4	1	3
Senior Lecturer II	12	10	2
Lecturer	0	0	0
Lecturer Probationary	30	26	4
<b>Academic Support Staff</b>			
Demonstrator	5	0	5
Senior Teaching Assistant*	0	2	0
Teaching Assistant	4	2	2
	<b>59</b>	<b>43</b>	<b>18</b>

December 2015 is summarized in table 8.1.



**Table 9.1 – Status of the cadre**

\* Personal to holder positions

\*\* Senior Lecturer Grade II has been appointed for 3 years

**9.2 New Recruitments**

Following recruitments were done with the approval of the Board of Governors.

**Table 15 New Recruitments for 2015**

<b>No</b>	<b>Name</b>	<b>Designation</b>	<b>Date of Recruitment</b>
1.	Ms. M C L Peiris	Management Assistant	6/7/2015
2.	Mr. S J Sandun Sameera	Office Assistant	6/7/2015
3.	Mr. A P T P V Gunawardena	Office Assistant	6/7/2015
4.	Ms. D A Jayasinghe	Computer Laboratory Attendant	7/7/2015
5.	Mrs. Beate Breitwieser	Senior Lecturer II (Contract )	27/8/2015
6.	Ms. D S Samarahewa	Assistant Registrar	1/9/2015
7.	Prof.S P Karunanayaka	Professor (Contract )	7/9/2015
8.	Mr. M M K S Dissanayake	Producer	28/9/2015

**9.3 Retirements, Resignation, Dismissal and Termination**

Following retirements, resignations, dismissals and terminations were processed with the approval of the Board of Governors. The summary illustrated in following table.

**Table 16 Summary of Retirements, Resignations, Dismissal & Termination in 2015**

	<b>Name</b>	<b>Date of Appointment</b>	<b>Due Date</b>	<b>Reason</b>
1.	Ms.T Tharmasegarm Demonstrator	1/9/2014	16/1/2015	Resigned
2.	Mr. M K N P Kumara Office Assistant	21/8/2006	11/5/2015	Death
3.	Mr.G P G L Kumara Video Cameraman	4/10/2005	24/6/2015	Dismissed
4.	Ms. S Suloshana Demonstrator	2/10/2014	24/6/2015	Resigned
5.	Mr. J P A Priyadarshana Driver	10/10/2007	27/6/2015	Vacation post
6.	Mr. M G I Susantha Office Assistant	3/11/2008	19/7/2015	Death
7.	Ms. J M A I Herath Lecturer Probationary	1/12/2014	12/8/2015	Resigned
8.	Mr. U K D Sugathadasa Senior Lecturer	25/8/2010	24/8/2015	Contract period was completed
9.	Ms. K S Nisansala Management Assistant	1/9/2014	14/9/2015	Resigned
10	Ms.D L Niranthi Management Assistant	9/6/2005	21/10/2015	Resigned

## 9.4 Opportunities for staff Developments

The University recognized that its staff is the fundamental to its success. A strategic, professional approach to staff development helps the University to attract and retain high-caliber staff with the skills and competencies necessary to deliver its objectives.

It is a sole responsibility of the University Administration to provide staff with development opportunities to ensure that individuals and departments are able to contribute fully to the achievement of department and University objectives in the context of the strategic plan.

According to the Human resource development policy of the University it focused to orient, train and develop personnel by improving skills, knowledge, capabilities and competencies required to perform well on their job. By offering programs designed to promote personal and professional career growth, they would enable the University to improve efficiency, productivity and profitability.

Accordingly in the year 2014 University made a significant attention on the staff development and invested a remarkable portion of money on capacity building programs to enhance the knowledge, soft and hard skills and attitudes of the University community. Therefore University sponsored for local and foreign training opportunities for both Academic and Non Academic staff for the career development.

#### **9.4.1 Sponsorships for Post Graduate Studies – Foreign**

<b>Name of the Officer</b>	<b>Designation</b>	<b>Institution/Trainer</b>	<b>Period of travel with dates</b>
Mr. Jayalal Wettasinghe	Lecturer (Probationary)	PhD Programme - AIT -Bangkok	3/1/2015 - 30/7/2015 (1st semester) 5/8/2015 - 24/11/2015 (2nd semester)
Mr S D A Sanjeewa	Lecturer (Probationary)	same	same

#### **9.4.2 Sponsorships for Post Graduate Studies – Local**

<b>Name of Training</b>	<b>Duration</b>	<b>Period</b>	<b>Institution/Trainer</b>	<b>Designation</b>
Certificate Course in Teaching in Higher Education	6 months	2015	University of Sri Jayawardenapura	7 Lecturers (Probationary)
MPhil/PhD Programme	3 years	2014/2017	University of Colombo	1 Lecturer (Probationary)

#### **9.4.3 Local Trainings – Academic staff**

The opportunity was given for the selected academic members to undergo with following training programs to enhance their subject knowledge on specified disciplines.

## *University of Vocational Technology- Annual Report 2015*

Name of Training	Date	Institution/Trainer	Staff categories
Advanced Research Methodology & Data Analysis:Qualitative Vs Qualitative Methods	19,20/02/2015	University of Colombo	03 Senior Lecturers & 2 Lecturers (Probationary)
Seminar on "Project Management & Contract Administration	3/3/2015	Institute for Construction Training & Development	1 Lecturer (Probationary)
A one day Workshop on " Data Analysis Using SPSS for Scientific Research"	12/3/2015	University of Colombo	2 Lecturers (Probationary)
One day Workshop on Residential Foundation and Construction Techniques with Concrete Technology	28/4/2015	Center for Housing Planning & Building	1 Lecturer (Probationary)
One day Workshop on Plumbing Technology at CHPB	11/6/2015	Center for Housing Planning & Building	1 Lecturer (Probationary)
Seminar on "Construction Insurance"	18/6/2015	Construction Industry Development Authority	1 Lecturer (Probationary)
CPD Course on "Modrern Electronic Components"	10-6/07/2015	Arthur C Clarke Institute for Modern Technology	1 Senior Lecturer & 1 Lecturer (Probationary)

### 9.4.4 Foreign Trainings – Academic staff

Selected academic members of specified subject areas were given the opportunity to undergo with

Following foreign trainings funded from the University to enhance their subject knowledge with modern knowledge.

Name of the Officer	Designation	Institution/Trainer	Period of travel with dates
Mr. S A N Danushka	Lecturer (Probationary)	Higher Education Management - AIT –Bangkok	09/2/2015-15/2/2015
Dr. D D D Surweera	Senior Lecturer	Seminar on Sri Lanka Vocational Education Institution Management for Sri Lanka - Economic & Commercial Counselor's Office,China	13/5/2015-1/6/2015
Mrs. U Sivachelvi	Lecturer (Probationary)	same	same
Mr.K M S A D Bandara	Senior Lecturer	Training Course on Radio Broadcasting Technology for Developing Countries - Economic & Commercial Counselor's Office,China	6/7/2015-19/8/2015
Mr. H P A I Pathirana	Lecturer (Probationary)	Australian Awards Scholarship to Pursue the Masters Degree, Flinders University, South Australia	15/11/2015 - 31/12/2017
S P A R S Jayathilaka	Senior Lecturer	Capacity Building Programme for the Teachers of Vocational Training Institutions - Korea	8/11/2015-21/11/2015

### 9.4.5 Local Trainings – Non Academic staff

Almost all staff members of the Non Academic category were underwent with several expanses of trainings as per the Human Resource Development Policy of the University. Summary as follows,

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Table 17 Training summary of Non Academic staff

<b>Name of the Training</b>	<b>Dates</b>	<b>Institution/Trainer</b>	<b>Categories of staff</b>
Managing Performance Through Setting annual KPIS	11/2/2015	Skills Development Fund Limited	Assistant Registrar/Admin
Public Property	12/2/2015	Prag Institute	Assistant Bursar
Seminar on "Project Management & Contract Administration	3/3/2015	Institute for Construction Training & Development	Work Superintendent
Secretarial Practices	27/02/2015, 27,20,13/03/2015	Skills Development Fund Limited	Associate Officer & 2 Management Assistants
Maintenance of Diesel Generators (ISM 25)	16,20/3/2015	ICTAD	Office Assistant/Maintenance
Accounting for Effective Public Service	10/11/3/2015	Skills Development Fund Limited	2 Management Assistants/Finance
One day Workshop on Residential Foundation and Construction Techniques with Concrete Technology	28/4/2015	Center for Housing Planning & Building	Work Superintendent & Management Assistants/Maintenance
A One day workshop "Effective Office Management	29/4/2015	University of Colombo	Assistant Registrar Faculty & Assistant Bursar/Accounts
Duties and Responsibilities of a cashier	13/5/2015	Skills Development Fund Limited	Management Assistant/Finance
Maintenance of water pump & Compressor (ISWPC)	13-17/5/2015	Construction Equipment Training Centre	Office Assistant/Maintenance
How to direct employees for an effective and efficient way	29/5/2015	Construction Equipment Training Centre	Statistical Officer, 2 Assistant Registrars Work Superintendent & Programme Officer
One day Workshop on Plumbing Technology at CHPB	11/6/2015	Center for Housing Planning & Building	Office Assistant/Maintenance

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workshop on Attitudes and Skills Development (VII)	26/6/2015	University of Colombo/IHRA	Video Cameraman & Office Assistant/Media Unit
Duties and responsibilities of a leave clerk	29/30/6/2015	Skills Development Fund Limited	Management Assistant/Admin
Duties and responsibilities of Office Assistants	09,10/7/2015	Skills Development Fund Limited	5 Office Assistants
Bid Evaluation	9/7/2015	Prag Institute	Assistant Bursar/Supplies
One day workshop for drivers	23/7/2015	Construction Industry Development Authority	2 Drivers
Expenditure and Payment Procedure	23/7/2015	Prag Institute	Director/ Finance & Management Assistant
Changing Attitudes	30/7/2015	Skills Development Fund Limited	10 Management Assistants
International Conference on Strengthening Co-operation among National Libraries in South Asia	6/8/2015	National Library & Documentation Service Board	Senior Assistant Librarian
workshop on DV decimal classification	11/8/2015	National Library & Documentation Service Board	Director/Media
Telephone Skills & Etiquette Training for Secretaries & Front Officers	25/8/2015	Skills Development Fund Limited	Office Assistant/Receptionist
"E-Government & Basic IT Office Management Practices"	26,27/08/2015	Skills Development Fund Limited	2 Associate Officers & 8 Management Assistants
Public Procurement Procedure	29,28/08	SIODA	Internal Auditor & Management Assistant
Attitudes and Skills Development	9/9/2015	University of Colombo/IHRA	Programme Officer, 3 Associate Officers, Laboratory Technician, 5 Management Assistants, Audio Visual Assistant, Video Cameraman, Driver, 3 Office Assistants
Payment Salary	17,16/09	Skills Development Fund Limited	Internal Auditor & Assistant Registrar/Admin
Preparation of Financial Statements (Final Accounts)	29/09	Prag Institute	Director Finance/Assistant Bursar
Preparation of Procurement Plan for -2016	13/10	Prag Institute	Assistant Bursar & Management Assistant

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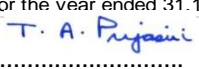
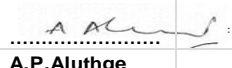
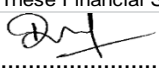

Exceptional Leadership & Authentic Image Management	22/10	Skills Development Fund Limited	Director General
Workshop on Procurement & Evaluation of IT Products	30,29/10	Skills Development Fund Limited	2 System Administrators & Computer Technician
One day workshop for drivers	29/10	Construction Industry Development Authority	Driver
workshop on Attitudes and Skills Development	30/10/2015	University of Colombo/IHRA	3 Associate Officers, 2 Lab Technicians, Management Assistant & Office Assistant
Practical Aspects of Big Evaluation Guided Through Case Studies	3/11/2015	Construction Industry Development Authority	Works Superintendent
Develop a HR strategy to buildup managerial skills (Competencies) in the public sector	3/11/2015	NHRDC	Works Superintendent
Disciplinary Procedures	16, 17/11/2015	Skills Development Fund Limited	Assistant Registrar (Admin)
Strengthening of Computer Base Accounting	20,26/11, 04,11/12/2015	Skills Sector Development Division	Assistant Bursar & Management Assistant
Workshop on Research Methodology	04,03/12/2015	National Library & Documentation Services Board	Senior Assistant Librarian
Annual Stock Verification	2/12/2015	Prag Institute	2 Management Assistants (Stores)
Capacity Development Training - procurement	23,22/12/2015	UNIVOTEC	5 Senior Lecturers ,6 Lecturers (Probationary),Statistical Officer, Senior Assistant Librarian, Internal Auditor, 3 Assistant Registrars, 3 Assistant Bursars, 2 Assistant Librarians, Producer, 2 System Administrators & Computer Technician
Special notice on capacity Development Training	10,11/12/2015	UNIVOTEC	All Staff
ICT Training	2,3,4,9,14,15,16, 18,22,23,28/12/ 2015	UNIVOTEC	All Staff

## **10.0 Revised Financial Statements**

- ❖ Statement of Financial Position
- ❖ Statement of Financial Performance
- ❖ Cash Flow Statement
- ❖ Accounting Policies
- ❖ Notes to the Financial Statements



## 10.1 Statement of Financial Position

<b>UNIVERSITY OF VOCATIONAL TECHNOLOGY</b>					
<b>STATEMENT OF FINANCIAL POSITION</b>					
<b>As at 31st December</b>				<b>2015</b>	<b>2014</b>
		Note	Rs.	Rs.	
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash & Cash Equivalents		2	13,535,990	11,463,163	
Advances, Deposit Receivables		3	155,000	60,427	
Stocks			3,425,096	3,433,904	
Pre Payments		4	1,773,980	1,343,132	
Staff Loans & Advances		5	5,217,300	4,749,586	
Debtors and other Receivables		6	3,416,922	6,257,355	
			<b>27,524,288</b>	<b>27,307,567</b>	
<b>Non - Current Assets</b>					
Investments		7	16,245,739	12,811,672	
Property, Plant and Equipment		8	736,629,684	755,613,639	
Work in Progress-Building			206,536,369	169,526,500	
Work in Progress-Software Development			1,556,230	-	
			<b>960,968,022</b>	<b>937,951,811</b>	
<b>Total Assets</b>			<b>988,492,310</b>	<b>965,259,378</b>	
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable		9	18,193,005	18,737,506	
Provision for Recurrent Expenditure		10	500,000	500,000	
Short Term Deposits Refundable		11	1,761,853	3,219,728	
			<b>20,454,858</b>	<b>22,457,234</b>	
<b>Non Current Liabilities</b>					
Provision for Gratuity		12	26,313,716	23,708,098	
Long Term Deposits Refundable		13	15,050,000	9,610,000	
Deferred Income		14	373,231,854	324,289,360	
Capital Grants		15	531,528,907	556,190,882	
			<b>946,124,477</b>	<b>913,798,340</b>	
<b>Total Liabilities</b>			<b>966,579,335</b>	<b>936,255,574</b>	
<b>Total Net Assets</b>			<b>21,912,975</b>	<b>29,003,804</b>	
<b>NET ASSETS /EQUITY</b>					
Accumulated Fund		16	(11,490,975)	(5,543,438)	
Revaluation Surplus			32,834,938	33,987,730	
Other Funds		17	569,012	559,512	
<b>Total Net Assets/Equity</b>			<b>21,912,975</b>	<b>29,003,804</b>	
The Accounting policies on pages 05 to 08 & Notes on pages 09 to 21 form an integral part of these financial statements.					
<b>Certification</b>					
We certify that the above financial statements give a true & fair view of affairs as at 31.12.2015 and it's Surplus/(Deficit) for the year ended 31.12.2015.					
 ..... <b>Dr.T.A.Piyasiri</b> Vice Chancellor			 ..... <b>A.P.Aluthge</b> Director Finance		
The Board of Governors is responsible for the preparation & presentation of these Financial Statements.					
These Financial Statements were approved by the Board of Governors and signed on their behalf.					
 ..... <b>Damith Gunaratne</b> Member Colombo 24 <sup>th</sup> May 2016			 ..... <b>D.D.D.Suraweera</b> Member		

## 10.2 Statement of Financial Performance

For the Year Ended 31st December				2015	2014
				Rs.	Rs.
<b>Operating Revenue</b>					
Recurrent Grant				152,385,000	126,000,000
Staff Development Grant				2,654,940	-
Skills Sector Development Grant		18		55,117,802	32,897,435
Revenue From Academic Activities		19		8,105,191	13,336,779
Less-Direct Expenditure on Academic Activities		20		3,949,167	6,459,936
<b>Net Income from Academic Activities</b>				<b>4,156,025</b>	<b>6,876,843</b>
Revenue from Degree Programmes		21		14,536,220	8,812,950
Other Income		22		5,379,752	5,752,061
Amortization of Deferred Income		23		88,690,111	85,046,308
<b>Total Operating Revenue</b>				<b>322,919,850</b>	<b>265,385,597</b>
<b>Operating Expenses</b>					
Employee Costs		24		112,235,038	87,911,663
Travelling Expenses		25		449,553	122,539
Supplies & Requisites		26		6,128,922	6,710,857
Maintenance Expenses		27		10,107,539	7,662,802
Services		28		49,441,886	41,228,788
Depreciation on Property, Plant & Equipment		29		88,690,111	85,046,308
Other Expenses		31		-	100,000
Skills Sector Development Expenses		32		55,112,802	32,897,435
<b>Total Operating Expenses before Provisions &amp; Loss on Fixed Assets Disposal</b>				<b>322,165,851</b>	<b>261,680,392</b>
<b>Net Operating Surplus / (Deficit) before Provisions &amp; Loss on Fixed Assets Disposal</b>				<b>753,999</b>	<b>3,705,205</b>
Gratuity Provision				3,060,779	3,680,050
Loss on Fixed Assets Disposal				747,520	-
<b>Net Surplus / (Deficit) After Provisions &amp; Loss on Fixed Assets Disposal</b>				<b>(3,054,300)</b>	<b>25,155</b>

The Accounting policies on pages 05 to 08 & Notes on pages 09 to 21 form an integral part of these financial statements.

### 10.3 Cash Flow Statement

For the Year Ended 31st December	2015	2014
	Rs.	Rs.
<b>Cash flows from operating activities</b>		
Deficit / Surplus from ordinary activities	(3,054,300)	25,155
<b>Non - Cash Movements</b>		
Amortization of Deferred Income/Capital Grants	(88,690,111)	(85,046,308)
Depreciation	88,690,111	85,046,308
Profit/Loss on Disposal of Assets	747,520	-
Gratuity	3,060,779	3,680,050
Audit Fees	-	100,000
<b>Operating Profit Before Changes in W/C</b>	<b>753,999</b>	<b>3,805,205</b>
(Increase)/Decrease in Stocks	8,808	243,335
(Increase)/Decrease in Staff Debtors	(467,714)	(732,634)
(Increase)/Decrease in Debtors and Receivables	2,840,433	(4,803,730)
(Increase)/Decrease in Pre-payments	(430,848)	1,198,826
(Increase)/Decrease in Advance	35,427	(10,427)
(Increase)/Decrease in Deposits Receivable	(130,000)	(5,000)
(Increase)/Decrease in Received in Advance (Innovation)	-	(70,692)
Increase/(Decrease) in Deposits Refundable	(1,457,875)	(395,347)
Increase/(Decrease) in Accounts Payable	(544,501)	8,726,781
Adjustment in respect of Previous Year	-	(1,622,661)
Gratuity Payment	(455,161)	(2,281,883)
<b>Net cash flows from operating activities</b>	<b>152,568</b>	<b>4,051,773</b>
<b>Cash flows from investing activities</b>		
Land	(8,442,547)	(2,400,431)
Buildings	(24,093,813)	(18,582,316)
Main Building	(11,280,243)	-
Motor Vehicles	-	(569,931)
Computers	(2,994,500)	(2,214,600)
Furniture and Fittings	(5,389,735)	(977,502)
Office Equipment	(261,500)	(3,139,711)
Teaching Equipment	(11,276,818)	(11,546,312)
Plant and Machinery	(6,555,416)	(3,334,724)
Books	(2,207,410)	(1,508,941)
Other Assets	(1,476,366)	(3,670,063)
Work in Progress-building	(37,009,869)	(88,337,964)
Work in Progress-Software Development	(1,556,230)	-
Investment	(3,434,067)	(5,390,944)
Library Deposits	2,720,000	2,340,000
Laboratory Deposits	2,720,000	2,340,000
Proceeds from Disposal Assets	488,629	-
<b>Net cash flows from investing activities</b>	<b>(110,049,885)</b>	<b>(136,993,439)</b>
<b>Cash flows from financing Activities</b>		
Capital Contributions - Treasury	72,595,060	96,100,000
Capital Grants	39,365,584	33,871,417
Accumulated Fund	-	488,961
Other Funds	9,500	14,700
<b>Net cash flow from financing activities</b>	<b>111,970,144</b>	<b>130,475,078</b>
Net increase/(decrease) in cash and cash equivalents	2,072,827	(2,466,588)
Cash and cash equivalents at beginning of period	11,463,163	13,929,751
<b>Cash and cash equivalents at end of the period</b>	<b>13,535,990</b>	<b>11,463,163</b>

The Accounting policies on pages 05 to 08 & Notes on pages 09 to 21 form an integral part of these financial statements.

**10.4 Statement of Changes in Net Assests**

For the Year Ended 31st December - 2015						
		<b>Accumulated Fund Rs</b>	<b>Revaluation Surplus Rs</b>	<b>Other FUNDS RS</b>	<b>Total Net Assets Rs</b>	
Balance as at 01.01.2015		(5,543,438)	33,987,730	559,512	29,003,804	
Adjustments		(2,893,237)	(1,152,792)	9,500		
Surplus /(Deficit) for the period		(3,054,300)				
<b>Balance as at 31.12. 2015</b>		<b>(11,490,975)</b>	<b>32,834,938</b>	<b>569,012</b>	<b>21,912,975</b>	
<b>Balance as at 31.12. 2014</b>		<b>(5,543,438)</b>	<b>33,987,730</b>	<b>559,512</b>	<b>29,003,804</b>	

The Accounting policies on pages 05 to 08 & Notes on pages 09 to 21 form an integral part of these financial statements.

## **10.5 Notes to the Financial Statements**

### **10.5.0 Significant Accounting Policies**

#### **10.5.1 General Policies**

#### **10.5.2 Reporting Entity**

University of Vocational Technology (hereafter referred to as the “University”) was incorporated by Act of parliament No.31 of 2008, and is situated at No.100, Kandawala, Rathmalana.

#### **10.5.3 Principal Activities**

- (a) Conducting undergraduate programmes**
- (b) Developing curricula for TVET institutions**
- (c) Developing degree curricula**
- (d) Developing learning materials**
- (e) Conducting short term training programs, seminars and workshops for professional development**

#### **10.5.4 Basis of Preparation**

##### **(a) Statement of Compliance**

The Financial Statements have been prepared in conformity with Sri Lanka Public Sector Accounting Standards . The accounting policies are consistent with those used in the previous period, except where it is disclosed.

The Financial Statements have been prepared on Going Concern basis since there is no intention of dissolving the institution in future period (2016).

##### **(b) Basis of Measurement**

Financial statements have been prepared on historical costs basis and no adjustments are made for changes in values, except where it is stated.

##### **(c) Functional & Presentation Currency**

Financial Statements are presented in Sri Lankan Rupees, which is the functional & presentation currency of the University.

All financial information presented in Sri Lankan Rupees has been rounded to the nearest Rupee, unless stated otherwise.

#### **10.5.5 Format of the Financial Statements**

The Financial Statements are presented in accordance with the format of Accounts prescribed by Public Enterprises Circular No.PED/19 with appropriate changes.

### **10.5.6 Comparative Information**

Comparative information is disclosed in respect of the previous period to enhance the understanding of the financial statements of the current period.

When the presentation or classification of items in the financial statements have been amended, comparative amounts have also been reclassified to conform with the current year in order to provide a better presentation.

## **10.6 Assets & Bases of their valuation**

### **10.6.1 Property Plant and Equipment**

#### **(a) Recognition & Measurement**

Property, Plant and Equipment which were acquired after 12 October 2009 are stated at cost less accumulated depreciation.

#### **(b) Cost**

The cost of property, plant and equipment comprises its purchase price and any expenditure incurred in bringing the assets to its working condition for its intended use. Subsequent expenditure incurred for the purpose of acquiring, extending, or improving assets of a permanent nature has been treated as capital expenditure.

#### **(C) Depreciation**

The provision for depreciation is calculated by using the straight line method on the cost or valuation of property, plant & equipment, at the following rates over their useful lives.

• Buildings	5%
• Boundary Walls	5%
• Fountain	5%
• Motor Vehicles	25%
• Computers	25%
• Furniture & Fittings	10%
• Office Equipment	10%
• Plant & Machinery	10%
• Teaching Equipment	10%
• Books	33.33%
• Other Assets	33.33%

Depreciation is provided for the full year, for year of acquisition and no depreciation is provided for the year of disposal of assets, up to 31.12.2013. Depreciation of assets begins

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when it is available for use and ceases date on which asset is classified as held for sale/ disposal, from 2013 onwards.

- Land has been transferred to University of Vocational Technology by the Urban Development Authority and it will be taken to books after valuation by the Valuation Department.

### **10.6.3 Valuation of Assets**

(a) Revalued Property, Plant & Equipment were stated at revalued amounts less accumulated Depreciation.

(b) Life time of the revalued assets , decided by an appointed committee, are as follows.

Furniture & Fittings	08 Yrs
Office Equipment	04 Yrs
Teaching Equipment	10 Yrs
Vehicles	06 Yrs
Computers	04 Yrs
Plant Machinery	04 Yrs
Other Assets	03 Yrs

Life time of the Buildings was taken as 20 Yrs.

- The balance useful life time of Property, Plant and Equipment which has zero carrying value as at 31.12.2014, was determined by an appointed committee and depreciated accordingly.

	Lifetime from 2014
Computers ( Valued)–	2 yrs & 9.5 months
Office Equipment ( Valued) -	2 Yrs & 9.5 months
Other Assets (Valued) -	1 yr & 9.5 months
Computers – ( University funded) –	2Yrs & 9 months
Other Assets – ( University funded) -	2 Yrs & 9 months

### **10.6.5 Inventories**

Inventories are stated at the lower of cost and net realizable value. Net realizable value is the estimated selling price at ordinary course of business less the estimated cost of completion and selling expenses.

### **10.7 Provision for Retiring Gratuity**

Provision has been made for the retiring gratuity, which may fall due for payment under the payment of Gratuity Act No. 12 of 1983 for all the employees those who have been in service in the University. The liability to an employee arises only on completion of 5 years of continued service.

The total liability is not externally funded nor is it actuarially valued.

### **10.8 Government Grants & Subsidies**

Government grants that compensate the University for expenses incurred are recognized on receipt. Grants that are in recurrent nature are recognized as income in the statement of financial performance where as grants that are of capital nature have been credited to the differed income and amortized annually on consistent basis over the useful life of the related asset.

### **10.9 Financial Performance Statement**

#### **10.9.1 Revenue Recognition**

- (a) Revenue from recurrent grant is recognized on receipt.
- (b) Course and Diploma fees are recognized on receipt.
- (c) Consultancy income is recognized as revenue on completion of such activity.
- (d) Other income is recognized on accrual basis.

#### **10.9.2 Expenditure**

All expenditure incurred in day to day operations of the university and in maintaining the property, plant and equipment in a state of efficiency, has been charged to Income Statement in arriving at the Surplus/Deficit for the year.

### **10.10 Cash flow Statement**

The Cash flow Statement has been prepared by using the “Indirect Method” Cash and Cash equivalent comprise of bank balances of the University Bank Accounts.

### **10.11 Disclosures**

Events after balance sheet date

There were no events occurring after the Balance Sheet date which require adjustments or disclosures in the financial statements.



10.12 Notes to the Financial Statements

For the Year Ended 31st December		2015	2014
		Rs.	Rs.
<b>2</b>	<b>Balances at Banks</b>		
	Bank of Ceylon - Rathmalana A/C 0070308457	6,311,173	3,659,912
	Peoples Bank - Rathmalana A/C 080-1-001-3-0003120	3,652,868	3,844,890
	7 Days Call Deposits-Peoples Bank Ratmalana	3,571,949	3,958,361
		<b>13,535,990</b>	<b>11,463,163</b>
<b>3</b>	<b>Advances, Deposit Receivables</b>		
	<b>Advances</b>		
	Sundry advances	-	35,427
		-	<b>35,427</b>
	<b>Deposits Receivable</b>		
	Security Deposit - Convocation	150,000	25,000
	Library Deposit-University of Colombo	5,000	-
		<b>155,000</b>	<b>25,000</b>
		<b>155,000</b>	<b>60,427</b>
<b>4</b>	<b>Pre-payments</b>		
	Insurance & Registration fees	198,527	476,556
	Plant Machinery & Equipment - Other	943,997	-
	Rent & Local Taxes-Taxes	30,505	-
	Software Updating	201,983	471,295
	Foreign Travelling-Incidental	45,565	-
	Maintenance-Photocopiers/Air Conditioners & Lift	333,837	161,539
	NewsPapers & Periodicals	19,566	19,742
	Co-Operate Social Responsibility	-	214,000
		<b>1,773,980</b>	<b>1,343,132</b>
<b>5</b>	<b>Staff Loans &amp; Advances</b>		
	Distress Loans	5,214,800	4,654,586
	Festival Advances	2,500	95,000
		<b>5,217,300</b>	<b>4,749,586</b>
<b>6</b>	<b>Debtors and Receivables</b>		
	Sundry Income	104,704	104,021
	Income-Consultancy Training, Curriculum & Services	1,670,435	3,093,774
	Rental of Property	41,600	294,587
	Fixed Deposit Interest	592,561	126,202
	Call Deposit Interest	116,748	55,959
	Insurance Claim for Vehicle No.WKPH 6725	-	-
	P.M.U.S.Mudalige	3,400	3,400
	P.A.K.Gananath	7,000	7,000
	Youth Service Council	196,700	-
	Skills Sector Development Programme	568,217	2,544,536
	Interest -Distress Loan	-	13,328
	University Colleges	115,557	-
		<b>3,416,922</b>	<b>6,257,355</b>
<b>7</b>	<b>Investments(Refundable deposits to students)</b>		
	Peoples Bank-Ratmalana	2,455,000	2,455,000
	Bank of Ceylon-Ratmalana	13,790,739	10,356,672
		<b>16,245,739</b>	<b>12,811,672</b>

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<b>Notes to the Financial Statements</b>						
<b>8 Property, Plant &amp; Equipment</b>						
		<b>Balance as at 1/1/2015</b>	<b>Adjustm.</b>	<b>Addition</b>	<b>Disposals</b>	<b>Balance as at 12/31/2015</b>
		Rs.	Rs.	Rs.	Rs.	Rs.
<b>8.1 .Rehabilitation &amp; Improvements</b>						
Land		4,633,190		-		4,633,190
Buildings		42,277,733		24,059,462		66,337,195
Main Building		6,273,251		11,280,243		17,553,494
Motor Vehicles		569,931		-		569,931
Computers		16,500		-		16,500
Furniture & Office Equipment		1,650,711		371,875		2,022,586
Plant and Machinery		157,052		-		157,052
Other Assets		167,577		264,458		432,035
Boundry Walls		874,486		-		874,486
Books		225,000		-		225,000
<b>8.2 .Acquisition of Fixed Assets</b>						
Land & Land Improvement		2,499,191		8,442,547		10,941,738
Buildings		544,827,470	-	-		544,827,470
Univotec Fountain		11,190,627		-		11,190,627
Motor Vehicles		39,450,000	-	-		39,450,000
Computers		43,686,587	-	2,994,500	(5,221,250)	41,459,837
Furniture and Fittings		47,089,046	-	5,017,860	(357,890)	51,749,015
Office Equipment		52,246,245	-	261,500	(1,885,950)	50,621,795
Teaching Equipment		257,217,442	-	11,276,818	(538,650)	267,955,610
Plant and Machinery		37,102,250	-	6,555,416	(559,400)	43,098,266
Books		27,216,810	-	2,207,410		29,424,219
Other Assets		11,601,146	-	1,211,908	(278,000)	12,535,054
Sub Total		<b>1,130,972,245</b>	<b>-</b>	<b>73,943,996</b>	<b>(8,841,140)</b>	<b>1,196,075,099</b>
<b>Property, Plant &amp; Equipment - SSD</b>						
		<b>Balance as at 1/1/2015</b>	<b>Adjustm.</b>	<b>Addition</b>	<b>Disposals</b>	<b>Balance as at 12/31/2015</b>
		Rs.	Rs.	Rs.	Rs.	Rs.
<b>8.1-a .Rehabilitation &amp; Improvements</b>						
Buildings		6,957,787		34,352		6,992,138
<b>8.2-a .Acquisition of Fixed Assets</b>						
Furniture and Fittings		537,342		-		537,342
Office Equipment		1,322,720		-		1,322,720
Teaching Equipment		2,425,999		-		2,425,999
Other Assets		2,002,336		-		2,002,336
Sub Total		<b>13,246,184</b>	<b>-</b>	<b>34,352</b>	<b>-</b>	<b>13,280,536</b>
<b>Total</b>		<b>1,144,218,429</b>	<b>-</b>	<b>73,978,347</b>	<b>(8,841,140)</b>	<b>1,209,355,635</b>

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<b>Notes to the Financial Statements</b>					
	<b>Balance as at 1/1/2015</b>	<b>Adjustment</b>	<b>Charges for the period</b>	<b>Disposals</b>	<b>Balance as at 12/31/2015</b>
	Rs.	Rs.	Rs.	Rs.	Rs.
<b>Depreciation</b>					
<b>8.3 Rehabilitation &amp; Improvements</b>					
Buildings	5,455,491	-	2,183,917	-	7,639,408
Main Building	1,063,840		359,560		1,423,400
Facilited Building					-
Motor Vehicles	112,034		142,483	-	254,517
Computers	9,500		4,125	-	13,625
Furniture & Office Equipment	104,451		180,863	-	285,314
Teaching Equipment	-		-	-	-
Plant and Machinery	43,588		15,705	-	59,293
Other Assets	167,577		39,366	-	206,943
Boundry w alls	349,794		43,724		393,519
Books	157,500		22,500		180,000
<b>8.4 Acquisition of Fixed Assets</b>					
Buildings	124,944,527	688,385	26,552,988		152,185,900
Univotec Fountain	2,797,657		559,531		3,357,188
Motor Vehicles	27,533,177	171,302	6,395,521		34,100,000
Computers	24,663,443	293,105	6,648,668	(3,367,803)	28,237,413
Furniture and Fittings	21,900,107	-	4,890,422	(231,470)	26,559,060
Office Equipment	25,748,545	-	5,139,821	(1,109,121)	29,779,245
Teaching Equipment	110,674,867	-	25,776,106	(279,825)	136,171,149
Plant and Machinery	13,805,543	-	3,339,099	(492,200)	16,652,441
Books	23,119,269	-	3,038,635		26,157,904
Other Assets	5,936,621		1,913,097	(241,321)	7,608,396
<b>Sub Total</b>	<b>388,587,532</b>	<b>1,152,792</b>	<b>87,246,133</b>	<b>(5,721,740)</b>	<b>471,264,715</b>
<b>Depreciation - SSD</b>					
	<b>Balance as at 1/1/2015</b>	<b>Adjustment</b>	<b>Charges for the period</b>	<b>Disposals</b>	<b>Balance as at 12/31/2015</b>
	Rs.	Rs.	Rs.	Rs.	Rs.
<b>8.3-a Rehabilitation &amp; Improvements</b>					
Buildings	7,625		347,927		355,552
<b>8.4-a Acquisition of Fixed Assets</b>					
Furniture and Fittings	-		53,734		53,734
Office Equipment			132,272		132,272
Teaching Equipment	6,334		242,600		248,934
Other Assets	3,299		667,445		670,744
<b>Sub Total</b>	<b>17,258</b>	<b>-</b>	<b>1,443,978</b>	<b>-</b>	<b>1,461,236</b>
<b>Total Depreciation</b>	<b>388,604,790</b>	<b>1,152,792</b>	<b>88,690,111</b>	<b>(5,721,740)</b>	<b>472,725,951</b>
<b>TOTAL NET VALUE</b>	<b>755,613,639</b>				<b>736,629,684</b>

## Notes to the Financial Statements

For the Year Ended 31st December				2015	2014
				Rs.	Rs.
<b>9</b>	<b>Accounts Payable</b>			<b>18,193,005</b>	<b>18,737,506</b>
	<b>Accrued Expenses</b>				
	Salaries & Wages			126,987	42,740
	EPF Contributions			-	7,001
	ETF Contributions			-	1,750
	Cost of Living Allowance			-	15,600
	Interim Allowance			-	8,548
	Special Allowance			-	6,000
	Overtime			176,962	230,291
	Holiday Payments			14,613	12,954
	Travelling			5,457	7,715
	Telephone			65,036	125,541
	Internet Service			49,745	463,195
	Electricity			305,590	148
	Taxes			-	38,965
	Water			10,755	42,533
	News paper and Periodicals			18,630	16,905
	Janitorial Services			-	532,610
	Security Services			-	202,950
	Meals to Participants			17,920	40,650
	CSR			-	97,500
	Main-Airconditioners & Lift			461,039	13,539
	Main-Plant & Machinery-Other			-	7,900
	Main-Vehicle-301-1501			-	200
	Innovation			-	1,740
	Sup-Miscellaneous			-	700
	Foreign Training-DB			75,800	-
	Convocation			105,000	-
	Miscellaneous			180	215,200
	Legal Charges			2,938	50,000
	Other Allowances-other			36,500	47,500
	Consultancy Curriculum ,Services & Others			318,600	343,350
	Staff Quarters			478,691	-
	NDQS			103,800	191,732
	NDTPP			-	40,575
	NDTPT			-	23,784
	B.Tech ELT			-	28,030
	NVQ 5 for TVET Trainers-DB			471,460	119,125
	Curriculum Development			-	150,000
	B.Tech Software Technology			73,520	170,258
	B.Tech Network Technology			122,120	95,333
	B.Tech Building Service Technology			427,344	324,041
	B.Tech Mechatronics Technology			160,302	202,547
	B.Tech Multimedia Technology			143,514	219,434
	B.Tech Film & Tele.Studies			83,385	2,015
	B.Tech Industrial Management			5,880	4,285
	B.Tech Construction Technology			50,373	-
	B.Tech English Language Teaching			5,624	-
	B.Tech Quantity Surveying			36,759	-
	B.Ed Technology			19,520	2,120
	B.Tech Manufacturing Technology			189,934	174,222
	B.Tech Food Technology			82,660	199,175
	B.Tech/B.Ed Registration Fees			1,800	-
	NDTVE			-	72,700
	Other Assets			-	559,774
				<b>4,248,438</b>	<b>5,152,875</b>
	Salary			76,409	100,288
	Payee Tax			40,375	55,407
	Payable to Ministry			-	64,750
	Retention			13,827,783	13,364,186
<b>10</b>	<b>Provision for Recurrent Expenditure</b>			<b>500,000</b>	<b>500,000</b>
	<b>Provision for Audit Fees</b>				
	Balance as at.01.01.2015			500,000	250,000
	Provision for year 2015			-	250,000
	Balance as at.31.12.2015			<b>500,000</b>	<b>500,000</b>
<b>11</b>	<b>Short Term Deposits Refundable</b>				
	Tender Deposits			690,500	475,375
	Library Deposits			310,353	1,190,353
	Laboratory Deposits			85,000	960,000
	Hostel Deposits			676,000	594,000
				<b>1,761,853</b>	<b>3,219,728</b>

## Notes to the Financial Statements

For the Year Ended 31st December				2015	2014
				Rs.	Rs.
<b>12</b>	<b>Provision for Gratuity</b>				
	Balance as at.01.01.2015			23,708,098	22,309,931
	Provision for year 2015			3,060,779	3,680,050
	Gratuity payment			(421,053)	(2,291,750)
	Adjustment			(34,108)	9,867
	Balance as at.31.12.2015			<b>26,313,716</b>	<b>23,708,098</b>
<b>13</b>	<b>Long Term Deposits Refundable</b>				
	Library Deposits			7,530,000	4,810,000
	Laboratory Deposits			7,520,000	4,800,000
				<b>15,050,000</b>	<b>9,610,000</b>
<b>14</b>	<b>Deffered Income</b>				
	Balance as at.01.01.2015			324,289,360	239,346,156
	Capital Contribution for the year-Treasury			72,595,060	96,100,000
	Amortization/Adj.of Depreciation for the year			(23,652,566)	(11,156,796)
	Balance as at.31.12.2015			<b>373,231,854</b>	<b>324,289,360</b>
<b>15</b>	<b>Capital Grant -Technical Education Development Project</b>				
		<b>Value</b>	<b>Adjustment</b>	<b>Amortisation</b>	<b>Balance</b>
	<b>Acquisition of Fixed Assets</b>				
	Building	13,365,794		3,960,854	9,404,940
	Fountain	11,190,627		3,357,188	7,833,439
	Computers	15,449,850	291,000	11,068,511	4,090,339
	Office Equipment	44,958,211		26,239,836	18,718,375
	Teaching Equipment	174,760,907		94,927,576	79,833,331
	Furniture & Fittings	31,558,455		18,173,410	13,385,045
	Library Books	10,276,876		10,224,829	52,047
	<b>Total</b>	<b>301,560,720</b>	<b>291,000</b>	<b>167,952,204</b>	<b>133,317,516</b>
	<b>Capital Grant -Treasury</b>				
		<b>Value</b>	<b>Amortisation</b>	<b>Balance</b>	
	<b>Acquisition of Fixed Assets</b>				
	Motor Vehicles	25,150,000	19,800,000	5,350,000	
	<b>Total</b>	<b>25,150,000</b>	<b>19,800,000</b>	<b>5,350,000</b>	
	<b>Capital Grant -GOPA</b>				
		<b>Value</b>	<b>Amortisation</b>	<b>Balance</b>	
	<b>Acquisition of Fixed Assets</b>				
	Furniture & Fittings	18,600	9,300	9,300	
	<b>Total</b>	<b>18,600</b>	<b>9,300</b>	<b>9,300</b>	
	<b>Capital Grant -Ministry of YASD</b>				
		<b>Value</b>	<b>Amortisation</b>	<b>Balance</b>	
	<b>Acquisition of Fixed Assets</b>				
	Land & Land Improvements	2,361,079		2,361,079	
	Building	234,528,687	58,376,117	176,152,570	
	Vehicles	758,245	758,245	-	
	Teaching Equipment	6,018,283	3,089,601	2,928,682	
	Computers	79,850	59,887	19,963	
	Office Equipment	67,300	-	67,300	
	<b>Total</b>	<b>243,813,444</b>	<b>62,283,850</b>	<b>181,529,594</b>	
	<b>Capital Grant -DTET</b>				
		<b>Value</b>	<b>Amortisation</b>	<b>Balance</b>	
	<b>Acquisition of Fixed Assets</b>				
	Building	161,003,908	36,197,600	124,806,308	
	Office Equipment	80,401	40,201	40,200	
	Plant & Machinery	44,792	44,792	-	
	Furniture & Fittings	2,890,404	1,918,969	971,435	
	Teaching Equipment	13,789,614	7,079,160	6,710,454	
	Computer	170,432	85,892	84,540	
	Other Assrts	5,806	5,806	-	
	<b>Total</b>	<b>177,985,357</b>	<b>45,372,420</b>	<b>132,612,937</b>	

## Notes to the Financial Statements

For the Year Ended 31st December				
<b>Capital Grant -NORAD</b>				
	Value	Amortisation	Balance	
<b>Acquisition of Fixed Assets</b>				
Office Equipment	306,823	153,411	153,412	
Computer	4,479	2,435	2,044	
Furniture & Fittings	1,086	750	336	
Other Assets	317,986	317,986	-	
<b>Total</b>	<b>630,374</b>	<b>474,582</b>	<b>155,792</b>	
<b>Capital Grant -SDP</b>				
	Value	Adjustment	Amortisation	Balance
<b>Acquisition of Fixed Assets</b>				
Office Equipment	1,033,344		455,302	578,042
Computer	1,406,234	722,518	448,406	235,310
Furniture & Fittings	865,492		580,873	284,618
Teaching Equipment	15,796,981		8,078,680	7,718,301
Other Assets	276,160	29,290	246,870	-
<b>Total</b>	<b>19,378,211</b>	<b>751,808</b>	<b>9,810,131</b>	<b>8,816,271</b>
<b>Capital Grant -WUSE</b>				
	Value	Amortisation	Balance	
<b>Acquisition of Fixed Assets</b>				
Computers	1,263,750	947,813	315,938	
<b>Total</b>	<b>1,263,750</b>	<b>947,813</b>	<b>315,938</b>	
<b>Capital Grant -Ministry of Finance</b>				
	Value	Amortisation	Balance	
<b>Acquisition of Fixed Assets</b>				
Computer	11,000	4,124	6,876	
<b>Total</b>	<b>11,000</b>	<b>4,124</b>	<b>6,876</b>	
<b>Capital Grant -SDD</b>				
	Value	Amortisation	Balance	
<b>Acquisition of Fixed Assets</b>				
Building	64,587,525	355,552	64,231,973	
Office Equipment	1,322,720	132,272	1,190,448	
Furniture & Fittings	537,342	53,734	483,608	
Teaching Equipment	2,425,999	248,934	2,177,065	
Other Assrts	2,002,336	670,744	1,331,592	
<b>Total</b>	<b>70,875,922</b>	<b>1,461,236</b>	<b>69,414,686</b>	
For the Year Ended 31st December			2015	2014
<b>16</b>	<b>Accumulated Fund</b>			
	Balance as at.01.01.2015		(5,543,438)	(1,366,403)
	Adjustment of .Previous year		-	(1,622,661)
	Adjustment		(2,893,237)	(2,579,529)
	Surplus/(Deficit) Transferred from F/P		(3,054,300)	25,155
	Balance as at 31.12.2015		<b>(11,490,975)</b>	<b>(5,543,438)</b>
<b>17</b>	<b>Other Funds</b>			
	Library Development Fund		78,400	68,900
	University Development Fund		170,485	170,485
	Staff Development Fund		3,812	3,812
	University Fund - Consultancy Services		316,315	316,315
			<b>569,012</b>	<b>559,512</b>
<b>18</b>	<b>Skills Sector Development Grant</b>			
	Recurrent Contributions		55,117,802	32,881,899
	Call Deposits Interest		-	14,192
	Rent Income -Quarters		-	1,344
			<b>55,117,802</b>	<b>32,897,435</b>

## Notes to the Financial Statements

For the Year Ended 31st December		2015 Rs.	2014 Rs.
<b>19</b>	<b>Revenue From Academic Activities</b>		
	<b>Course fees</b>		
	National Diploma in Engineering Technology(Civil)	-	21,600
	National Diploma in Technical Vocational Education	1,600	7,200
	National Diploma in Video Production Technology	-	26,200
	National Diploma in Non Linear Editing	-	10,400
	National Diploma in English	10,000	-
	National Diploma in Television Prog. Production Technology	22,000	76,000
	National Diploma in Television Post. Production Technology	4,000	
	National Diploma in Teacher Technology	5,500	-
	National Diploma in Quantity surveying	1,760,000	4,550,700
		<b>1,803,100</b>	<b>4,692,100</b>
	<b>Consultancy Income</b>		
	Consultancy Training	4,834,141	7,499,175
	Consultancy Curriculum	324,350	389,004
	Consultancy Services	970,000	-
	Consultancy Other	173,600	756,500
		<b>6,302,091</b>	<b>8,644,679</b>
	<b>Total Revenue From Academic Activities</b>	<b>8,105,191</b>	<b>13,336,779</b>
	<b>Direct Expenditure on Academic Activities</b>		
<b>20</b>	<b>Course fees (Expenditure)</b>		
	National Diploma in Technical Vocational Education	16,150	356,084
	National Diploma in English	-	1,590
	National Diploma in Quantity surveying	1,082,647	1,390,048
	National Diploma in Television Post Produc. Technology	2,000	311,634
	National Diploma in Television Prog. Produc. Technology	1,400	656,692
		<b>1,102,197</b>	<b>2,716,048</b>
	<b>Consultancy Payments</b>		
	Training	2,036,045	2,735,882
	Curriculum	437,700	646,656
	Services	324,600	361,350
	Others	48,625	-
		<b>2,846,970</b>	<b>3,743,888</b>
	<b>Total Direct Expenditure on Academic Activities</b>	<b>3,949,167</b>	<b>6,459,936</b>
<b>21</b>	<b>Revenue From Degree Programme</b>	<b>14,536,220</b>	<b>8,812,950</b>
	<b>B.ed Tech Degree Programme</b>	<b>398,800</b>	<b>253,700</b>
	<b>B. Tech Degree Programme</b>		
	Software Technology	1,350,500	1,067,500
	Network Technology	1,309,200	1,218,700
	Building Services Technology	1,429,300	986,100
	Manufacturing Technology	310,210	469,200
	Multimedia Technology	1,562,700	1,062,000
	Mechatronics Technology	1,627,010	1,045,200
	Food Technology	1,260,000	462,800
	Screen Play Film & Television Studies	784,400	444,000
	Industrial Management	467,600	180,000
	Construction Technology & Resources Management	386,000	-
	Quantity Surveying	975,000	-
	English Language Teaching	2,009,000	987,900
	Application Processing Fees	666,500	635,850
		<b>14,137,420</b>	<b>8,559,250</b>

## Notes to the Financial Statements

For the Year Ended 31st December				2015	2014
				Rs.	Rs.
<b>22</b>	<b>Other Income</b>				
	Loan Interest			216,465	179,805
	Transport			-	8,400
	Sundries			608,320	582,734
	Fixed Deposit Interest			992,373	941,051
	Call Deposit Interest			138,330	360,622
	Proceeds from Sale of Condemned Assets			202,656	39,350
	<b>Rental of Property</b>				
	Use of Premises			334,016	359,828
	Lecture rooms			50,469	289,938
	Auditorium			-	40,625
	Quarters			605,679	723,553
	Hostel			2,231,444	2,226,155
				<b>5,379,752</b>	<b>5,752,061</b>



## Notes to the Financial Statements

For the Year Ended 31st December 2015											
23 Amotisation of Deferred income											
Acquisition Of Fixed Assets	Treasury	TEDP-Grant	Treasury - Grant	GOPA - Grant	Ministry - Grant	DTET-Grant	NORAD-Grant	WUSC-Grant	SDD Grant	SDP-Grant	Total
Building	4,635,860	668,290	-	-	11,760,723	9,049,400	-	-	-	-	26,114,273
Fountain	-	559,531	-	-	-	-	-	-	-	-	559,531
Motor Vehicles	-	-	4,682,500	-	158,125	-	-	-	-	-	4,840,625
Computers	4,010,588	1,834,231	-	-	19,963	44,313	313	315,938	-	113,938	6,339,282
Office Equipment	275,111	4,417,226	-	-	-	22,438	85,625	-	132,272	226,250	5,158,921
Teaching Equipment	3,655,416	17,472,626	-	-	772,400	1,769,790	-	-	242,600	1,996,420	25,909,252
Furniture & Fittings	1,058,092	3,154,832	-	1,860	-	459,031	188	-	53,734	132,563	4,860,299
Other Assets	1,600,027	-	-	-	-	-	660	-	667,445	108,788	2,376,920
Plant & Machinery	3,262,195	-	-	-	-	-	-	-	-	-	3,262,195
Library Books	1,324,332	1,712,813	-	-	-	-	-	-	-	-	3,037,145
Rehabilitation & Improvement	-	-	-	-	-	-	-	-	-	-	-
Building	2,182,177	-	-	-	-	-	-	-	347,927	-	2,530,104
Main Building	359,560	-	-	-	-	-	-	-	-	-	359,560
Furniture & Office Equipment	180,863	-	-	-	-	-	-	-	-	-	180,863
Teaching Equipments	-	-	-	-	-	-	-	-	-	-	-
Computers	4,125	-	-	-	-	-	-	-	-	-	4,125
Motor Vehicles	142,483	-	-	-	-	-	-	-	-	-	142,483
Other Assets	39,366	-	-	-	-	-	-	-	-	-	39,366
Plant & Machinery	15,705	-	-	-	-	-	-	-	-	-	15,705
Library Books	22,500	-	-	-	-	-	-	-	-	-	22,500
Boundry Walls	43,724	-	-	-	-	-	-	-	-	-	43,724
<b>Total</b>	<b>22,812,124</b>	<b>29,819,548</b>	<b>4,682,500</b>	<b>1,860</b>	<b>12,711,211</b>	<b>11,344,971</b>	<b>86,785</b>	<b>315,938</b>	<b>1,443,979</b>	<b>2,577,958</b>	<b>85,796,874</b>
Annual depreciation of assets funded by University											2,893,237
											<b>88,690,111</b>

## Notes to the Financial Statements

For the Year Ended 31st December		2015	2014
		Rs.	Rs.
<b>24</b>	<b>Employee Costs</b>		
	Salaries and Wages	44,827,471	41,726,621
	Cost of Living allowance	14,267,792	13,228,191
	Interim Allowance	8,459,399	7,609,643
	E.P.F. Contributions	8,150,910	7,312,900
	E.T.F. Contributions	2,037,728	1,828,225
	Gratuity Payment	209,714	47,666
	Other Allowances	901,250	1,112,450
	Overtime	2,443,014	2,485,690
	Holiday Payment	132,930	161,807
	Allowances - Governing Council	232,000	421,194
	Allowances - Transport	105,000	84,500
	Allowances - Staff Transport	360,000	
	Allowances - Quality Assurance Council	403,000	170,500
	Academic Allowance	9,510,223	7,368,706
	Research Allowance	4,198,589	3,521,970
	Special Allowance	15,996,018	831,600
		<b>112,235,038</b>	<b>87,911,663</b>
<b>25</b>	<b>Travelling Expenses</b>		
	<b>Domestic</b>		
	Travelling Expenses	59,817	66,095
	subsistence allowance	3,149	
	<b>Foreign</b>		
	Airfare	280,900	-
	subsistence allowance	34,551	-
	Warm Cloth Allowance	59,766	
	Others	11,370	56,444
		<b>449,553</b>	<b>122,539</b>
<b>26</b>	<b>Supply and requisites</b>		
	Stationery Administration	1,850,315	1,954,955
	Office Requisites	1,046	2,880
	Office Machines Consumables	1,162,811	846,000
	Fuel Allocation(Vice Chancellor)	291,150	429,300
	Fuel Allocation(Director General)	250,590	307,507
	Fuel Allocation(Dean Faculty of TT)	56,160	-
	Fuel Allocation (Pool Vehicles)	1,280,550	1,875,309
	Fuel Allocation ( Generator)	365,451	445,594
	Fuel Allocation ( Director Media)	191,820	268,240
	Fuel Allocation ( Director AAQ)	142,680	88,620
	Printing Administration	1,260	5,940
	VC/DG/BOG Entertainment	88,297	94,475
	Uniforms	96,000	73,000
	Medical Supplies	975	18,555
	Miscellaneous Consumable	349,817	300,482
		<b>6,128,922</b>	<b>6,710,857</b>

## Notes to the Financial Statements

For the Year Ended 31st December		2015	2014
		Rs.	Rs.
<b>27</b>	<b>Repairs and maintenance of assets</b>		
	<b>Vehicles</b>		
	WPKH 6725 (Servicing , Tires,Batteries & Minor repairs)	232,366	100,655
	301-1501 (Servicing , Tires,Batteries & Minor repairs)	106,612	329,483
	19-6866 (Servicing , Tires,Batteries & Minor repairs)	134,389	174,345
	62-3743 (Servicing , Tires,Batteries & Minor repairs)	470,295	468,740
	62-4816 (Servicing , Tires,Batteries & Minor repairs)	324,005	232,704
	NA-2503 (Servicing , Tires,Batteries & Minor repairs)	229,270	240,100
	Ko-4860 (Servicing , Tires,Batteries & Minor repairs)	195,752	99,510
	KR1801 (Servicing , Tires,Batteries & Minor repairs)	118,170	75,442
	KR-7781 (Servicing , Tires,Batteries & Minor repairs)	47,314	127,752
	NB-3149 (Servicing , Tires,Batteries & Minor repairs)	115,177	259,669
	<b>Plant ,Machinery and Equipment</b>		
	Computers & Accessories	359,370	939,633
	Photocopiers,Air Conditioners & Lift	1,559,257	1,557,233
	Teaching Equipment	9,776	369,443
	Generator	175,200	127,202
	Office Equipment	5,738	
	Others	1,006,482	298,282
	<b>Building and Structures</b>		
	Building Structure	505,501	-
	Faculty of Training Technology	51,200	613,649
	Hostel	177,284	7,682
	Staff Quarters	2,459,451	1,096,197
	Cafeteria	456,034	-
	Landscaping	-	18,360
	Others	1,368,896	526,721
		<b>10,107,539</b>	<b>7,662,802</b>

## Notes to the Financial Statements

For the Year Ended 31st December				2015	2014
				Rs.	Rs.
<b>28</b>	<b>Services</b>				
	<b>Transport</b>				
	Vehicle Hire			462,851	249,264
	Postage			132,316	110,625
	Telephones			1,824,998	1,810,018
	Internet Service			5,171,580	5,129,117
	Legal Charges			349,948	376,548
	Stamps For Receipts			-	2,100
	Poatal & Commu.-Others			-	153
	Electricity			10,160,710	11,357,951
	Water			1,577,380	1,580,554
	Taxes			89,154	154,284
	Insurance & Registration Fees			755,636	568,344
	Curriculum Development			101,755	583,168
	Visiting Lecture fees			10,392,212	4,071,013
	Student Training			450,000	(11,738)
	Scholarships for Students			64,827	120,441
	Cooperate Social Responsibility			510,641	259,072
	Learning Material			24,610	118,165
	Award Ceremonies/Convocation			1,284,041	2,430,379
	Publicity (advertising)			4,062,113	1,599,165
	Staff Development			2,654,940	-
	Publications			176,700	38,000
	NewsPapers & Periodicals			237,252	213,645
	Functions & Donations			5,977	9,251
	Janitorial Service			5,249,250	4,318,010
	Security Service			2,462,679	2,669,989
	Meals to Participants			240,231	320,979
	Exhibitions			139,315	1,090,280
	Research			-	26,939
	Tranlation			50,309	
	Membership			400,664	446,554
	Staff Subject Familiarization			-	504,790
	Software Updating			269,311	753,431
	Industrial Training			4,580	-
	Miscellaneous			135,906	328,297
				<b>49,441,886</b>	<b>41,228,788</b>
<b>29</b>	<b>Depreciation - Acqui.of Fixed Assets</b>				
	Buildings			26,552,988	26,516,688
	Fountain			559,531	559,531
	Motor Vehicles			6,395,521	6,849,600
	Computers			6,648,668	6,337,407
	Furniture and Fittings			4,944,157	4,883,576
	Office Equipment			5,272,093	5,339,740
	Teaching Equipment			26,018,706	24,869,399
	Books			3,038,635	2,665,483
	Plant & Machinery			3,339,099	3,080,250
	Other Assets			2,580,542	1,547,183
				<b>85,349,940</b>	<b>82,648,857</b>
	<b>Depreciation -Reha.of Fixed Assets</b>				
	Buildings			2,531,844	1,789,709
	Main Building			359,560	313,663
	Computers			4,125	4,125
	Motor Vehicles			142,483	112,034
	Furniture & Office Equipments			180,863	95,991
	Plant & Machinery			15,705	15,705
	Other Assets			39,366	-
	Boundry Walls			43,724	43,724
	Books			22,500	22,500
				<b>3,340,171</b>	<b>2,397,451</b>
	<b>Total Depreciation for the period</b>			<b>88,690,111</b>	<b>85,046,308</b>

## Notes to the Financial Statements

For the Year Ended 31st December			2015 Rs.	2014 Rs.
<b>30</b>	<b>Prior Year adjustments</b>			
	Insurance & registration fees		-	(6,462)
	Salaries & Wages		-	(6,768)
	Holiday Payments		-	(5,442)
	National Diploma in Quantity Surveying		-	(10,825)
	National Diploma in Television Prog. Produc. Technology		-	(38,800)
	B. Tech Building Service Technology		-	(227,510)
	B. Tech Mechatronics Technology		-	(170,837)
	B. Tech Manufacturing Technology		-	(154,354)
	B. Tech Software Technology		-	(207,982)
	B. Tech Network Technology		-	(318,892)
	B. Tech Food Technology		-	(20,100)
	B. Tech Multimedia Technology		-	(221,366)
	B. Tech English Language Teaching		-	(36,520)
	B. Ed Technology		-	(5,100)
	Consultancy Training		-	(80,140)
	Security Services		-	(112,815)
	Water		-	(119)
	Overtime		-	(65,983)
	Deposit Refundable-Miscellaneous		-	(45,610)
	Provision for Gratuity		-	184,000
	Provision for Audit Fees		-	(75,000)
	Interest -Distress Loan		-	3,964
			-	<b>(1,622,661)</b>
<b>31</b>	<b>Other Expenses</b>			
	Audit Fees Provision		-	250,000
			-	<b>250,000</b>
<b>32</b>	<b>Operating Expenses -SSD</b>			
	Short Courses for Academics		706,708	1,277,214
	Assessor Training		1,134,372	781,611
	Cardre(Visiting Lecturers/New Recruits)		-	7,924,797
	Skill Upgrading Training		-	2,146,176
	Foreign Training		33,678,121	15,234,896
	NVQ 5 for TVET Trainers		4,738,734	3,401,062
	Curriculum Development		2,515,666	710,032
	MIS		-	1,965
	Quality Assurance Unit		6,150	-
	Develop Curricula Industry		525,000	-
	Industrial Training Management		725,055	-
	Postgraduates		11,025,696	1,419,682
	Obtain Recognition-IESL		57,300	-
	<b>Total Operating Expenses</b>		<b>55,112,802</b>	<b>32,897,435</b>
			<b>5,000</b>	<b>-</b>

11.0 Audit report



විගණකාධිපති දෙපාර්තමේන්තුව  
கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம்  
AUDITOR GENERAL'S DEPARTMENT



මගේ අංකය } විවිධයි/බී/යූවී/1/15/01  
எனது இல. }  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය } 2016 දෙසැම්බර් 21 දින  
திகதி }  
Date }

උපකුලපති,

වෘත්තීය තාක්ෂණ විශ්වවිද්‍යාලය.

වෘත්තීය තාක්ෂණ විශ්වවිද්‍යාලයේ 2015 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2008 අංක 31 දරන වෘත්තීය තාක්ෂණ විශ්වවිද්‍යාල පනතේ 47(2) වගන්තිය ප්‍රකාරව විගණකාධිපති වාර්තාව

මාගේ සමාංක හා 2016 නොවැම්බර් 15 දිනැති ලිපියට යොමුවේ.

02. ඉහත සඳහන් ලිපිය සමඟ එවන ලද මාගේ වාර්තාවේ ඉංග්‍රීසි අනුවාදය මේ සමඟ එවා ඇත.

ඒ.එම්.ඩී. නයනකාන්ත

අතිරේක විගණකාධිපති

විගණකාධිපති වෙනුවට.

- පිටපත් :
1. ලේකම් - නිපුණතා සංවර්ධන හා වෘත්තීය පුහුණු අමාත්‍යාංශය
  2. ලේකම් - මුදල් අමාත්‍යාංශය



විගණකාධිපති දෙපාර්තමේන්තුව  
கணக்காய்வாளர் தலைமை அதிபதி திணைக்களம்  
**AUDITOR GENERAL'S DEPARTMENT**



මගේ අංකය } VTY/B/UVT/1/15/01  
எனது இல. }  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය }  
திகதி } 15 November 2016  
Date }

The Vice chancellor,  
University of Vocational Technology

Report of the Auditor General on the Financial Statements of the University of Vocational Technology for the year ended 31 December 2015 in terms of Section 47(2) of the University of Vocational Technology Act, No. 31 of 2008.

The audit of financial statements of the University of Vocational Technology for the year ended 31 December 2015 comprising the statement of financial position as at 31 December 2015 and the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 47(2) of the University of Vocational Technology Act, No. 31 of 2008. My comments and observations which I consider should be published with the Annual Report of the University in terms of Section 47(2) of the University of Vocational Technology Act, No. 31 of 2008 appear in this report. A detailed report will be issued to the Vice chancellor of the University in due course.

## 1.2 Management's Responsibility for the Financial Statements

The management is responsible for the preparation and fair presentation of these financial statements in accordance with Sri Lanka Public Sector Accounting Standards and for such internal control as the management determines is necessary to enable the preparation of financial statements that are free from material misstatements whether due to fraud or error.



**1.3 Auditor's Responsibility**  
-----

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards consistent with International Auditing Standards of Supreme Audit Institutions (ISSAI 1000-1810). Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the University's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**2. Financial Statements**  
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**2.1 Opinion**  
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In my opinion, the financial statements give a true and fair view of the financial position of the University of Vocational Technology as at 31 December 2015 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.





**2.2 Comments on Financial Statements**  
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**2.2.1 Accounts Receivable and Payable**  
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Loan balances relating to festival and special advances totalling Rs.10,400 granted in the years 2005 and 2012 to two officers who left the University service had not been recovered even by the year under review.

**3. Financial Review**  
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**3.1 Financial Results**  
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According to the financial statements presented, the operations of the University for the year ended 31 December of the year under review had resulted in a deficit of Rs.3,054,300 as against the surplus of Rs.25,155 for the preceding year thus indicating a deterioration of Rs. 3,079,455 in the financial result of the year under review as compared with the preceding year. Although recurrent grants had increased by Rs.26,385,000, the increase in the employees' remuneration and services expenses by Rs.24,323,375 and Rs.8,213,098 respectively had mainly attributed to this deterioration.

An analysis the financial results of the year under review and 04 preceding years revealed that, the deficit in the years 2011 and 2012 had turned out to be a significant surplus in the year 2013 and it had considerably decreased again in the year 2014 and had become a deficit in the year under review. However, when taking into consideration the employees' remuneration and the depreciation for the non-current assets, the contribution had ceaselessly increased from the year 2011 to the year under review and it had increased by 14 per cent in the year under review as compared with the year 2014.



**4. Operating Review**  
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**4.1 Performance**  
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The following observations are made.

- (a) To provide opportunities to engage in the higher education for those who have acquired diploma qualification in the field of technical and vocational education field had been the prime objective of the University of Vocational Technology. Accordingly, making available opportunities for those who have qualified the 5<sup>th</sup> or 6<sup>th</sup> level of the National Vocational Qualifications (NVQ) and the diploma holders who have followed the courses relating to the creation of the middle level technicians, which were not National Vocational Qualifications (NVQ) to acquire the degree qualifications is the objective of the University.
  - (i) It was observed that although the students enrolled according to the University Act, have the right to free vocational education, the University was maintaining part-time degree courses (weekends) by charging fees. Accordingly, course fees amounting to Rs.60,000 at Rs. 10,000 per semester had been recovered relating to a degree course conducted for three years from the students enrolled for the part time courses from the year 2013 to 2015. Out of 19 degree courses conducted in two faculties, 13 part time courses had been conducted by charging fees during the year under review, whereas only 6 fulltime courses had been conducted. Accordingly, it was observed in audit that the fulltime courses had not been conducted at the optimum capacity of the University.
  - (ii) Despite the availability of 41 members of the permanent academic staff of the University, 139 visiting lecturers ,which was, three times of the available academic staff had been appointed for 8291 academic hours and 1236 practical hours during the year under review and a sum of Rs.10,392,212 had been paid to 123 lecturers. The reasons for the appointment of a large number of visiting lecturers had not been



explained to audit and the details on the academic hours performed by the academic staff were not made available to audit. As such, their performance could not be evaluated.

- (iii) According to the details furnished to audit on the enrollment of the students to the University during the year, 134 and 416 students had been enrolled to the fulltime and part-time courses respectively. Accordingly, the progress of the enrollment of the students to the fulltime courses had been at a nominal level and action had not been taken to identify the reasons attributed thereto and to take remedial measures.
  
- (b) At the audit test check carried out on the students enrolled for the degree courses in the academic year 2012-2015 and the students who obtained the degree on completion of the course, it was observed that out of the total students enrolled for 03 of the 08 courses namely Mechatronic, Multimedia and Web and Education, the number of students who had completed the degree had been less than 65 per cent. Further, the dropouts from the Mechatronic, Multimedia and Web courses had been 31 per cent and 19 per cent respectively. Accordingly, the Management had not looked into the reasons attributed for students leaving and not properly completing the courses and taken necessary steps.
  
- (c) In order to implement 11 activities included in the Action Plan, a sum of Rs.100.5 million had been allocated for the University of Vocational Technology under the Skills Sector Development Programme (SSDP) for the year under review. The following observations are made in that connection.
  - (i) The activities such as the establishment of a Quality Assurance Division and enhancement of quality assurance and securing the recognition of the Sri Lanka Engineers' Institute proposed to be implemented during the year at a cost of Rs. 3.05 million provided according to the Action Plan had not been carried out during the year.



- (ii) A sum of Rs.5 million had been allocated for the revision of 20 curriculum and the development of 10 new curriculum in keeping with the requirement of the vocational technology industry. Nevertheless, 10 existing curriculum had not been revised and 50 per cent out of the allocated amount had been saved. Further, a sum of Rs. 8 million had been allocated for granting National Vocational Qualifications 5<sup>th</sup> level for the trainees in the fields of vocational, technology education and trainings, whereas only Rs.4.7 million or 59 per cent had been utilized.
- (iii) A sum of Rs.14.5 million had been allocated for 10 officers in the staff of the University of Vocational Technology including the staff of the University colleges in order to acquire post graduate qualifications. Nevertheless, a sum of Rs.11.03 million out of the allocated amount had been utilized for acquiring post graduate qualifications only for 04 officers.
- (iv) According to the Action Plan, a sum of Rs.1.5 million had been allocated to train the National Vocational Qualifications Evaluators and the total of 450 persons including 50 persons in vocational technology field and at 200 persons from the institutions and the schools relating to the field should have been trained. Nevertheless, only 219 persons had been trained by incurring an expenditure of Rs.1.13 million.

**4.2 Management Activities**

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The following observations are made.

- (a) In terms of Circular No. 2013/2014 (ii) dated 24 October 2013 of the Secretary to the Ministry of Finance and Planning relating to the Foreign Training Programmes, all the officers who completed the foreign training programmes should submit a report on the programme thus attended to the Head of the Institution within a month. Nevertheless, it was observed in audit that the officers of the University who had been granted foreign trainings had not submitted the reports and 11 officers had not furnished their reports from the year 2013 up to the end of the year under review.



- (b) Although granting covering approval of the Treasury for the academic allowances had been rejected, academic allowances amounting to Rs.7,144,313 had been paid to the academic staff from the year 2011 to the year 2013 and action had not been taken to recover that money from the officers.

**4.3 Idle and Underutilized Assets**  
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- (a) The official quarters of the University, the construction cost of which was Rs.4.7 million had remained without being utilized from May 2010 up to the end of the year under review. Further, items valued at Rs.79,570 purchased on 08 September 2015 for the official quarters of the Director General which had not been occupied from November 2012 had remained idle even by 03 March 2016, the date of audit.

**4.4 Personnel Administration**  
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The following observations are made.

- (a) When the selection was made for the post of Assistant Registrar in terms of Section 5.4.2 of the Scheme of Recruitment, an officer who had not scored the minimum marks at the written test had been recruited to the relevant post.
- (b) Despite the availability of 41 permanent lecturers in the University, 139 visiting lecturers had been appointed during the year under review without taking action to recruit the lecturers on permanent basis for the vacancies.
- (c) In terms of Section 5.3.2 of Chapter VII of the Establishments Code of the Democratic Socialist Republic of Sri Lanka, if on promotion, the last salary drawn by an officer corresponds to the initial or a step on the new scale, he should be placed on the next higher step. Nevertheless, when a female officer who held the post of Assistant Librarian was promoted to the post of Senior Assistant Librarian- Grade II, she had been placed on the initial step of the new scale regardless of the salary she had drawn at the time of her promotion.



- (d) Two senior lecturers who retired in the year 2009 on reaching 60 years of age in terms Section 32(1) of the Vocational Technology University Act, No.31 of 2008 had been appointed to act in the posts of Dean of the University on contract basis from 15 November of that year up to 06 August 2014 in accordance with Section 32(2) of the said Act and two motor vehicles belonging to the University had been allocated for them and fuel allowances as well had been paid. That matter was questionable in audit. Accordingly, a sum of Rs.1,136,218 had been paid to the aforesaid two lecturers as fuel allowances from the year 2012 up to August 2014 and the payment details relating to the period from the year 2009 to the year 2011 had not been furnished to audit.

**5. Accountability and Good Governance**

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**5.1 Internal Audit**

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Although internal audit activities of the University and 05 university colleges had been entrusted with the Internal Audit Division of the University, only the Internal Auditor and two officers in the Clerical Grade had been attached. The following observations are made in the examination carried out in that connection.

- (a) Achieving the performance of the whole functions with the objective of establishing an efficient internal control system within the legal framework that influences the existence of the University is a main responsibility of the management and a methodology required to assist that task should be formulated and that duty should be assigned to the Internal Audit. Nevertheless, the management had not paid attention thereon and the Internal Auditors had been deployed for carrying out a pre-audit on the payments of the University.
- (b) Out of the 12 areas expected to be covered by the Internal Audit Division as per the Audit Plan prepared for the year under review, only one area, that is, audit of the computation of salaries and bonds based on the persons had been carried out and only 03 reports had been issued.



(c) Internal audit of 05 affiliated university colleges of the University as well had been assigned to this division and separate Audit Plans had not been prepared in respect of those university colleges. However, although 03 out of the 05 university colleges had been audited and sent reports, the examination of those reports revealed that the audit had not been done so as to cover the financial and operating areas of the colleges.

**5.2 Procurement and Contract Process**  
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In order to prepare an Establishments Code for the establishment affairs of the University, an agreement a cost of Rs.720,000 had been entered into with a contractor on 23 May 2014. According to the agreement, the relevant purpose should have been completed by 23 November 2014, whereas the preparation of the Establishments Code had not been completed even by 02 March 2016. Nevertheless, the total estimated amount had been paid on 31 December 2015.

**5.3 Budgetary Control**  
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As the budget had not been prepared in terms of Section 5.2.3 of the Public Enterprises Circular No.PED/12 of 02 June 2003, the revised budget prepared for the year under review had been approved on 19 November of the year under review. Accordingly, provisions made for 3 Capital Objects had been revised within a range from Rs.100,000 to Rs.22,250,000 or 3 per cent to 710 per cent. As such, it was observed that the budget had not been made use of as an effective instrument of management control.

**6. Systems and Controls**  
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Deficiencies in systems and controls observed during the course of audit were brought to the notice of the University from time to time. Special attention is needed in respect of the following areas of control.





**Area of System and Control**

**Observations**

(a) Funds Control	Failure to utilize funds efficiently and effectively.
(b) Assets Control	Failure to maintain Registers of Fixed Assets properly and to conduct Board of Surveys.
(c) Contract Administration	Failure to adopt a proper methodology in making payments for the contracts and to take action to prevent delays of the contracts.
(d) Personnel Administration	Failure to comply with the Scheme of Recruitment in making recruitments of the staff and not following the proper methodologies in granting promotions.
(e) Internal Control on the conduct of courses.	Failure to arrange the courses so as to use the resources at their optimum level and non-evaluation of the performane of the lecturers.
(f) Budgetary Control	Not preparing the estimates after conducting a proper study.
(g) Stores Control	Failure to adopt a formal procedure in issuing goods to the officers.

H.M. Gamini Wijesinghe

Auditor General





**Current situation of the Auditor General's report for the year ended 31<sup>st</sup> of December 2015 of University of Vocational Technology.**

**(Audit Queries No. VTY / B / UVT / 1/15/01 and dated 15/11/2016)**

Number	Audit query	Current situation
2.2	<b><u>Comment on financial statements</u></b>	
2.2.1	<p><b><u>Accounts receivable and payable</u></b></p> <p>It had not been recovered the balance of the seasonal and special advances total credit as Rs.10, 400 from those who had left the university service in 2005 and 2012.</p>	<p>Ms. P.M.U.S. Mudalige –</p> <p>The case number 6026/2008 / M has been initiated to take steps to recover the charges from her, and for that court order has been issued. Since she has changed her residence, not able to find it and the court order cannot be enforced as well.</p> <p>P.A.K. Mr. G.Gananath –</p> <p>Case No. E / 20/14 / UVT filed a case to claim his charges.</p>
3.	<b><u>Financial Review</u></b>	
3.1	<p><b><u>Financial results</u></b></p> <p>According to the financial statements submitted, the financial results of the university for the year ended 31<sup>st</sup> of December under review amounted to Rs. 3,054,300 which in contrast to the surplus in last year was Rs.25,155 and compared with the previous year it had been affected of ,Rs. 3,079,455 .Though Recurrent Grant increases by Rs. 26,385,000, decline was mainly due to an increase of employee remuneration by Rs. 24,323,375 and service expenditure by 8,213,098.</p> <p>After analyzing the financial results for the year under review and last four years, the deficit in 2011 and 2012 became a significant surplus in 2013 and the surplus</p>	

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	in the year 2014 it has been reduced in considerable and in the year under review has marked as a deficit. Apart from that taking into account, the depreciation of the employee remuneration and the non-mobile assets, the contribution from 2011 up to the year under review, continued to increase by 14 per cent over the year under review.	
<b>4.</b>	<b><u>Operational review</u></b>	
<b>4.1</b>	<b><u>Performance</u></b>	
<b>(a)</b>	The main objective of the University of Vocational Technology was to provide higher educational opportunities to those who obtained diplomas in the field of technical and vocational education. Accordingly, the purpose of the university is to award a degree, who have passed National Vocational Qualification (NVQ) 5 <sup>th</sup> or 6 <sup>th</sup> level, and middle level technicians who has followed courses which is not related to NVQ .	

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<p><b>(i)</b></p>	<p>It was observed that even though the students were entitled to a free vocational education according to the University act, the university was conducting a part-time (weekend) degree with a course fee. Accordingly for part time students who have been enrolled up to the year from 2013 to 2015 have paid Rs. 10,000 in each semester for a three year degree of course fee of Rs 60,000. Accordingly 13 part-time courses were conducted by charging the course fees, out of 19 degree courses conducted at two faculties of the University of Vocational Technology, in contrast it has observed that full time courses were conducted in the university counted as six which had not been conducted at the maximum capacity of the university for the year under review.</p>	<p>The basic qualifications for enrollment of students to the University of Vocational Technology are NVQ-level 5 or equivalent in technical or vocational qualifications. Majority of the students engage in work. The Board of Governance expressed that it is reasonable that paying Rs 10,000 for half a year for the education. With the consent of the Board of Governance, only for the students who follow three year week end courses have to pay reasonable course fee of Rs 10,000 per half a year which has commenced to begin in 2013.</p> <p>The employees who has completed NVQ- level 5 or equivalent in technical or vocational qualification, tend to apply week end courses while the students acquired the diploma recently who are unemployed tend to apply full time courses. Enrollment take place according to the demand of the courses and observing the qualification of the students.</p> <p>Compared to week-end courses, the demand for full-time courses are less. NVQ- level 5 diploma holders tend to engage in a job and following a course while studying for undergraduate degrees matches with the basic objectives of establishing this university. Students entering to the NVQ-5 or top-level diplomas are less demanding than the labor market. In order to increase the diploma holders, took steps to establish universities and increase the capacity of colleges of technology in the past few years. The number of students admitted to the University of Vocational Technology cannot be increased without increasing the number of Diploma holders.</p>
<p><b>(ii)</b></p>	<p>There were 41 permanent academic staff members of the University, three times as many as 139 visiting lecturers to 8291 hours for academic, 1236 hours for practical training and for 123 staff members were paid the total as Rs 10392,212 in the year under review. The reasons for recruiting a large number of visiting</p>	<p>The number of degree courses conducted by the university on 2015 (weekdays and weekends) are as follows.</p> <p>Number of degree courses conducted in 2013 - 14</p>

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	<p>lecturers were unclear for the audit, and the number of hours spent by the academic staff on academic performance could not be verified for their performance.</p>	<p>Number of degree courses conducted in 2014 - 16</p> <p>Number of degree courses implemented in 2015 - 19</p> <p>Lectures and practical training for degree courses of this university are considered in the field of lecturers, their specific fields as well as the qualifications and experience of the industry. Apart from the permanent academic staff, visiting lecturers will be utilized in addition to the permanent staff of the academic staff of the university, as well as considering the professional experience and qualifications of the professional industry of other universities.</p> <p>However, the services of visiting lecturers will be obtained after providing the academic hours of the permanent academic staff.</p>
<p><b>(iii)</b></p>	<p>According to information submitted to the audit about the students who were admitted to the University during the year, 134 students have been enrolled for full time courses and 416 students for part time courses. Accordingly, the progress of enrollment for full time courses was at a low level and management had not been identified for the reasons to resolve it.</p>	<p>All students who have passed the aptitude test and applied for full time courses have been enrolled. It is a fact that there is available remaining capacity for full-time courses. When there are more Diploma holders pass out from the University colleges of Technology, this capacity will be used to enroll more students into full-time courses.</p>
<p><b>(b)</b></p>	<p>Students who have enrolled three courses out of eight for Mechatronics, Multimedia and Web and Education courses ,completed the degree in less of 65% observed by considering the Students who enrolled for the degree courses for the academic year 2012 - 2015 and those who completed their degree programs in eight courses,</p>	<p>The Academic Council of the university has informed to the Academic staff of the University of Vocational Technology to research the reasons for leaving the courses by students and not completing the courses at the right time. According to the research, it revealed that students who are following courses in the university employed concurrently or the adult students who were able to find a work place easily caused to rise the conflicts between the family relationships with the employment, result to limit the freedom to</p>

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	<p>Moreover the percentages of the students left the Mechatronics, Multimedia and Web courses were 31% and 19%. Beside the reason for leaving the course by students and the reason for not completing the course has not captured by the management and not taken the necessary actions as well.</p>	<p>follow the courses.</p> <p>Although 16 students are enrolled in the course of mechatronics, the course has been abandoned initially by 5 students due to personal reasons. 7 students out of the remaining had completed their degree in the first attempt, while the other four students sat for a repeat exam and 3 of them completed their degree.</p> <p>07 students have enrolled in the Educational Technology degree and out of them 3 students had completed their degree in first attempt. The remaining four students have sat for a repeat exam and two of them have completed their degree.</p> <p>Although 27 students have been enrolled for a multimedia and a web degree course, six students have left their degree initially due to personal matters. The remaining 11 students out of their 21 students have completed their degree in first attempt and the remaining 10 students sat for a repeat exam and 9 students out of them completed their degree.</p>
(c)	<p>Rs. 100.5 million has been allocated under the Skill Sector Development Project (SSDP) for the implementation of 11 activities in the Action Plan for the University of Vocational Technology for the year under review. The following inspections are carried out.</p>	
(i)	<p>The establishment of a Quality Assurance Section and the improvement of quality accreditation and acceptance by the Institute of Engineers of Sri Lanka was not carried out during the year using Rs. 3.05 billion provided by the Action Plan, which has proposed to do.</p>	<p>The University has established an Admission, Accreditation and Quality Assurance Division, appointed a director, supplied all the furniture and electronic equipment and other necessary equipment. Coordinating the functions of the unit with the quality assurance activities of the study unit, the faculty board, the academic board and the admission, accreditation and quality assurance committee, to train the relevant officers for the quality Assurance activities of the 06 University colleges. Coordination of student</p>

		<p>admission and coordination of course accreditation is done by this division.</p> <p>Since the allocated asset of the organization were used, the funds allocated for the purpose by the sector's SSDP were not used</p> <p>Achieving acceptance from Institution of Engineers Sri Lanka</p> <p>Applications and relevant documents were submitted to the Institute of Engineers, Sri Lanka (IESL) for the accreditation for Building Services, Mechatronics, and Manufacturing. A team of representatives of the Institute of Engineers of Sri Lanka visited the university observing the facilities of this university on February 13, 2017, for a period of 4 ½ days. The decision will be notified to the University after the observations made by the delegation.</p> <p>By now, the membership of the Association of Commonwealth Universities has been received by the University of Vocational Technology.</p>
<p><b>(ii)</b></p>	<p>5 million has been allocated to amend 20 curriculars according to the need of the vocational industry and to develop new 10 curriculars . 10 curriculars have not been amended and 50% of the allocated money has been left. 8 million was allocated to acquire the NVQ level 5 for the trainees in the Vocational technology education and trainers in training fields level ,but consume Rs .4.7 million which means 59%.</p>	<p>In the year 2014, though it planned to develop 10 new curriculars and planned to alter the 20 current curriculars, the TVEC has forwarded to the University of Vocational Technology to develop 11 new curriculars and 10 existing curriculars</p> <p>for the development of new curriculum.</p> <p>Therefore, all the tasks directed to the University of Vocational Technology (11/11 new development &amp; curricular revision 10/10) have been completed.</p> <p>The reason for altering the current curricular by 10 is ,because institute of</p>

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		<p>TVEC has forwarded only 10 curricular to our organization for the relevant year.</p> <p>Institute of TVEC forwards the request to develop the relevant curriculum in often at the end of the year means August, September. So it is hard to consume full money which has reserved for 12 months.</p>
<b>(iii)</b>	<p>Rs 14.5million has reserved including the staff members of the university colleges &amp; the 10 staff members of University of vocational technology in order to complete the qualification of master degrees. However Rs 11.03 million has spent to acquire degree qualification only for 04 officers.</p>	<p>Rs 14.5 million which has reserved to obtain post graduate qualification &amp; consumed Rs 14.7 million.</p> <p>Study leaves for post graduate degrees in the university granted after completing one year from recruitment. Academic staff at the University colleges did not have completed one academic year.</p> <p>This amount had spent according to the fee for the post graduate course.</p>
<b>(iv)</b>	<p>According to the action plan, Rs 1.5 million had been allocated to train these National Vocational Qualification Professionals.It include 50 from field of vocational technology, 200 from institution and schools related to the field set the total as 450 ,though incurred was Rs. 1.13 million only to train 219 people.</p>	<p>Although it mentioned the number of trainees to be trained for the Training of the NVQ Assessors is 450, the target for the university was 250.</p> <p>Training should be given to 250 for the Assessors Training Program by conducting TVEC interviews irrespective of the organization or department.</p> <p>Accordingly, only the participants in the list of trainees from the list of TVEC which has approved by the director general will be admitted to the list of the training courses of the University. No one is invited by the University of Vocational Technology for these courses except this recruitment process.</p>

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		<p>According to the list of last year, the maximum number of training could be 219. Furthermore, 234 were invited according to the lists provided by the TVEC, but only 219 were registered to the university. The others did not participate for many reasons.</p> <p>As mentioned earlier, when training in human resources not possible to achieve the targeted value. Practically, the number of training can be slightly lower or higher.</p> <p>The cost for the Assessors Training Program is higher than other programs, such as Training Center and Industrial Training programs, That because it include both theoretical and practical training. So that the cost for travel, resource allocation, food, photocopying will be increased and it observed that the 1.13 million spent to train 219 was fair though the target of 1.5 million that was allocated to train 250 .</p>
<b>4.2</b>	Management activities	
<b>(a)</b>	As per the circular on the foreign training programs of Secretary in Ministry of Finance and Planning 2013/2014 (ii) dated 24 <sup>th</sup> of October 2013, all the officers who participated in foreign training programs should submit a report within the course of a month to the head of the institution. The audit revealed, 11officials had not produced reports From the year 2013 to the end of the year under review.	Several officers who completed foreign training programs have not submitted a report on their program. Each official has been informed to submit their reports on foreign training programs attended by them. Will take steps to obtain reports on time for each foreign training in future.
<b>(b)</b>	While covering approval of the Treasury had not been granted with regard to academic allowance, academic allowance amounting to Rs. 7,144,313 had been	From 2009 to 31 <sup>st</sup> of December 2012, academic staff of the University of VocationalTechnology have paid 25% academic allowance. A 25%



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	<p>paid to the academic staff from 2011 to 2013 and they had not been recovered from the officers.</p>	<p>academic allowance was paid to the academic staff to avoid leaving the university from 2009 to 2012.12.31. As of 01.01.2013, academic allowance and research allowances were approved for the academic staff of the university in par with other universities. On that occasion, even though approval requested for academic allowance which paid before 2013, but that was not granted.</p> <p>The Ministry of Finance does not grant approval for payments made in the past. Granting approval for academic allowances since 2013, seems the payment of academic allowances to the staff of the University of Vocational Technology is fair. Granting such consent when requesting authorization after making payments appears to be a technical problem.</p>
4.3	<p><b><u>Inactive and utilized assets</u></b></p> <p>Official residence of the University which had construction cost as Rs 4.7 million which had not been used up to the end of the year since May 2010.</p> <p>For the official residence of the Director General, which had not been used since November 2012 and bought the furniture on 8<sup>th</sup> of September 2015 which cost Rs</p>	<p>After the renovation of the official residence, it is currently used at the festivals and committee meetings held in the university.</p> <p>It is also used when visiting lecturers, local and foreign visitors need accommodation.</p> <p>The house was used in several occasions to fulfill the above requirements, which would save money to pay for other external accommodation facilities.</p> <p>It will also increase the use of this, after further expansion of the university.</p> <p>Repairs to be carried out in this official house are underway. After the work is completed, the Director General will come to this official residence.</p>

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	79,570 was the ineffective by the audit date as 03 <sup>rd</sup> March 2016.	
4.4	<b><u>Staff Administration</u></b>	
(a)	An officer who has not been obtained a minimum of marks in the written test in the selection of Assistant Registrar in terms of clause 5.4.2 of the recruitment procedure had been recruited for the relevant post.	The first elected officer refused her appointment therefore the second ranked officer was elected to the post.
(b)	Though there were 41 permanent lecturers and even though there are enough vacancies for new recruitment, 139 visiting lecturers had been recruited without filling the vacant positions.	<p>There are 13 degree programs conducting in the University of Vocational Technology. They are maintaining as full time and part time. For each course, lectures are held for three years.</p> <p>Academic staff at the University of Vocational Technology is not enough to fulfill this requirement.</p> <p>Since this university is offering degree programs in technical subjects, it is necessary to obtain the services of lecturers with practical knowledge in relevant industries.</p> <p>Due to the above reasons, the services of Permanent Lecturers at the University of Vocational Technology (OECD) are inadequate, so that visiting lecturers are essential.</p>
(c)	When an officer promotes, the salary at the initial salary or salary step of the new salary scale should be placed in the nearest Senior Salary Step if he/she is promoted under Section 5.3.2 of Chapter vii of the Establishment Code of the Democratic Socialist Republic of Sri Lanka. Even though assistant librarian was promoted to Senior Assistant Librarian ii with the basic salary step of new pay	According to Section 5: 3: 2, Chapter VII of the Establishments Code, it was set up in the correct salary step and she had paid and the arrears as well.

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	scale regardless of her last received salary.	
(d)	Two Senior Assistant Lecturers who retired in the year 2009 in terms of section 32 (1) of the University of Vocational Technology Act No. 31 recruited according to 32 (2) on the basis of contract from November 15 to August 6, 2014, to supervise the post of deans. Also they granted two vehicles which was the asset of the university and have paid fuel allowance within two years results controversial the audit. Accordingly, a sum of Rs.1, 136,218 had been paid as fuel allowances to the above lecturers from 2012 to August 2014, and information on payment from 2009 to 2011 was not submitted to the audit.	The two officers were appointed as Senior Lecturer Grade (1) on contract basis, and they were appointed as Dean of the University since they were the only senior academic staff in the university at that time. In respect of the duties of the post of the Dean, the fuel allowance entitled to that post was paid.  On the 7 <sup>th</sup> of August 2014, these two officers were left out of the Dean's office and after that the fuel allowance was not paid.
<b>5</b>	<b><u>Accountability and good governance</u></b>	
<b>5.1</b>	<b><u>Internal Audit</u></b>  Although the Internal Audit Division of the University had been assigned internal audit functions of University and 5 University colleges, .There were only two clerks and the internal auditor only. The following observations are made during the test conducted in this regard.	
<b>(a)</b>	It is a major responsibility of the management to establish an efficient internal control structure within the legal frame which affect for the existence of the university and establish the performance and it need to create a methodology and have to assign it to the internal audit even though management hadn't paid the attention and used internal auditors to made a pre audit .	Only the voucher cards of all capital expenditures, gratuity payments and arrears will be credited to the prior audit before the final payment is made by the internal audit division.

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<p><b>(b)</b></p>	<p>According to the prepared audit plan for the year under review, out of 12 areas that were expected to be covered by the Internal Audit Division, only three areas were audited and only three reports were audited for calculating wages and bonds based on individual.</p>	<p>In addition to the work of the audit program prepared by the Internal Audit Division at the beginning of the year, the functions assigned by the higher management body are also carried out. Audit inspections involving several fields of audit involve pre-audit prior to making payments. Prior to the audit, audit reports are not made in the course of the audit and payment is made after correcting the identified shortcomings. The areas that are often targeted for audit are as follows.</p> <ul style="list-style-type: none"> <li>- All Vouchers for capital expenditure are subject to the audit.</li> <li>- Payments will be made after checking the audit section on salary issues and calculating arrears.</li> <li>- The payment of vouchers for gratuity payments is made after the audit checks.</li> </ul> <p>Preparation of reports for audit queries sent by Auditor General's Department, and preparation of reports for Audit Queries and Committee on Public Enterprises which are occasionally forwarded to this University by the Ministry of Skills Development and Vocational Training are carried out by the Internal Audit Division.</p> <p>The Internal Audit Division focuses on all areas of the audit program. If problems were not observed and not enough to report on each of these checks, , submission of audit reports will not occur.</p>
<p><b>(c)</b></p>	<p>The internal audit functions of five university institutes affiliated to the university were also assigned to this division and no separate audit plans were prepared for the institutions. However, although only three out of 05 schools had been audited and reported, it was revealed that audit had not been done covering the fields of finance and operations.</p>	<p>A separate audit plan has been prepared for university colleges and university colleges have been included in the main master plan. Three out of the five university faculties went to the Institutions and pointed out their shortcomings.</p>

5.2	<p><b><u>Procurement and contracting</u></b></p> <p>An agreement was entered for a contract of Rs. 720,000 / = on the 23<sup>rd</sup> of May in 2014 for the preparation of a Establishment Code for University. Though it should be completed by 23<sup>rd</sup> of November 2014 as per the agreement it was not completed until the audit dated as 2<sup>nd</sup> of March 2016. The total amount had been paid on 31<sup>st</sup> of December 2015 though it was not completed .</p>	<p>Establishment Code has been prepared and submitted to the governing board for approval. The opinion of the Governing Body was that future university regulation would be redressed and that it should be referred back to the Governing Body after changing the Establishment Code in an adapted manner.</p>
5.3	<p><b><u>Management Budget planning</u></b></p> <p>Since the budget had not been prepared in accordance with section 5.2.3 of the Public Enterprises Circular No. PED / 12 dated 02<sup>nd</sup> of June 2003, it was approved amended budget on 19<sup>th</sup> of November in 2011 for the year under review. Accordingly, the allocation for 13 subjects for capital expenditure in the year is from Rs. 100,000 to Rs. 22,250,000 .It observed that has been altered from 3,200 to 710 percent of the budget which has not been used as a financial control agent.</p>	<p>The University of Vocational Training was established in 2009 and at the present it is a developing institution and its needs are changing in a timely fashion. Therefore the budget that was prepared for the year has to be changed in the year according to the new requirements arising.</p> <p>And the budget has been amended in the approved allocations provided to us by the Treasury.</p>

T. A. Piyasiri

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 Dr. T. A. Piyasiri  
 Vice Chancellor