

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. 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. The number of students enrolled to an academic year was doubled by the opening up admission to the GCE (AL) Technology Stream qualified students, which paved the way for utilizing human and physical resources to the optimum level. The university demonstrated a significant expansion of its academic staff both qualitatively and quantitatively, recruiting a quite number of experienced professionals in their respective fields. The university was able to obtain accreditation from the Institution of Engineers Sri Lanka (IESL) in 2017, under the Sydney accord, which is an international recognition for Engineering Technology Degrees; we were the first university to achieve this in Sri Lanka. Further a number of industry and academic partnerships established both locally and globally during the 2017 will enhance the above furthermore.

The Convocation of the University of Vocational Technology was held in December, 2017 at the BMICH and a total of 169 were contrived Bachelor Degrees. Several Academic staff members commenced their postgraduate studies by registering in Sri Lankan and Overseas Universities during the year 2017. 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 postgraduate 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. 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 curriculums at Certificate and Diploma levels for use in the Technical and Vocational Education and Training sector.

The progress made by the university in 2017 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.

Prof. G.LD Wickramasinghe

2. Board of Governors of the University -2017

Prof. G.L.D Wickramasinghe,
Vice Chancellor, University of Vocational
Technology (Chairman).

Eng. Jayavilal Meegoda
Institution of Engineers, Sri Lanka.

Mr. P Ranepura
Secretary ,
Ministry of Skills Development and Vocational
Training
“Nipunatha Piyasa”, 354/2, Narahenpita

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

Mr .D.C Dissanayake,
Secretary, Ministry of Higher Education and
Highways ,
18 Ward Place, Colombo 07.

Eng. W.A.U Gunawardena
Institution of Incorporated Engineers, Sri
Lanka (IESL)

Mr. C Jayasuriya,
Additional Director General,
Ministry of finance and mass media,
Colombo 1.

Mr. Chandrarathne Vithanage
Ceylon Chamber of Commerce.

Ms. P.N.K Malalasekara,
Director General,
Department of Technical Education & Training,
Olcott Mawatha, Colombo 10.

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

Dr. Lionel Pinto,
Chairman,
Vocational Training Authority of Sri Lanka,

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

Mr. Shehan Senevirathne,
National Apprentice & Industrial Training
Authority,

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

Mr. Rahula Senanayake,
No: 185/2C, Lumbini Step, Wewal Duwa,
Kelaniya.

Ms. T.K Malwatta,
Academic Council Nominee
University of Vocational Technology

Mr. L.R. Vaidyaratne,
No: 76, Dharmapala Mawatha, Colombo 07.

Ms. Malkanthi Thenabadu
Academic Council Nominee
University of Vocational Technology

Mr. S Kulasinghe
Epitaha Watta, Hiyare, Galle.

Representative of Board of Investment of Sri Lanka

Ms. Rifha Musthafha
No; 206/1, Lake Drive, Colombo 08.

3. Members of the Academic Council

| | |
|----------------------------------|--|
| Prof. G.L.D.Wickramasinghe | - Vice Chancellor, University of Vocational Technology (Chairman) |
| Mrs. N.Diyabedanage | - Director General, University of Vocational technology |
| Dr. D.D.D.Suraweera | - Dean, Faculty of Industrial & Vocational Technology, UNIVOTEC |
| Mr. L.W.S.Kularatne | - Dean, Faculty of Training Technology, UNIVOTEC |
| Eng. D.S.Hettiarachchi | - Director, Media & Information Services, UNIVOTEC |
| Mr. S.A.Liyanage | - Director, Admission Accreditation & Quality Assurance, UNIVOTEC |
| Prof. (Mrs.) G.I.C.Gunawardena | - Outside Faculty Nominee – Emeritus Professor in Education, OUSL |
| Eng. P.D.Sarath Chandra | - Outside Faculty Nominee – Former Senior Lecturer Mechanical Eng. HOD (Agricultural & Plantation Engineering) OUSL |
| Eng. (Mrs.)W.C.C.Sumathiratne | - Head, Department of Building Services Technology/ FIVT |
| Eng. (Mrs.)J.K.Kanthi | - Head, Construction Technology / FIVT |
| Eng. S.P.A.R.S.Jayathilaka | - Head, Department of Electrical & Electronics Technology/FIVT |
| Mrs. T.K.Malwatta | - Head Department of ICT/FTT |
| Mr. Senesh Dissanaikie Bandara | -Head, Department of Film & Television Technology/FIVT |
| Eng. (Mrs.)Gayanthi Alahapperuma | - Head, Department of Manufacturing Technology/FIVT |
| Mrs. M.Thenabadu | -Head, Department of Agricultural & Food Technology/FIVT |
| Mrs. B.M.T.D.Jayasekara | -Head, department of Management Studies/FTT |
| Mr. S.A.N.Dhanushka | - Head, Department of Education & Training/FTT |
| Miss. Buddhima Karunaratne | -Head, Department of Language Studies/FTT |
| Miss. Padmashanthi Y. Gamage | -Senior Lecturer, Department of Education & Training/FTT |

In Attendance

| | |
|---------------------|---|
| Mr. M.G. Dharmasiri | - Senior Assistant Registrar, Examination & Evaluation Center |
|---------------------|---|

| | |
|--------------------------|---|
| Mrs. W.P.G.C.Pramila | - Assistant Registrar/Faculties (Secretary to the Academic Council) |
| Ms. S.R.M.P.Senevirathne | - Lecturer (Probationary), Coordinator, B.Tech.in Quantity Survey, FIVT |
| Mr. P.Uruthiran | - Lecturer (Probationary), Head, Continuing Education Center |

4. Introduction

4.1 Establishment of the University of Vocational Technology

The University of Vocational Technology was established under the Parliamentary Act Number 31 of 2008 with the purpose of fulfilling a long awaited need of the contemporary society of 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 said 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 are exposed to gain 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 been technologically enriched through these activities, students will complete a project during the final semester which would be product oriented and mostly based on industry requirements.

4.2 The Objectives 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 courses of study for middle level technical personal having qualifications acceptable for admission to 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 services to the public including institutions in the construction, manufacturing, and service sectors at this University.

Further, students were enrolled to facilitate the higher education avenue to those who have followed GCE A/L in Technology Stream in 2016. For the 1st time in Sri Lanka, students from NVQ stream as well as A/L Stream are reading for their degrees at this University.

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 the demands of the stakeholders of the field such as the industry, and also to satisfy the requirements of the 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 serving 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 fields 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 7 degree programmes leading to a Bachelor of Technology (B Tech) in disciplines of Mechatronics Technology, Manufacturing Technology, Building Services Technology, Food Processing Technology and Film and Television Production Technology, Quantity Surveying and Construction Technology. Initiative action had been taken to introduce a new degree program of Hotel Management in year 2017.

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 to develop their knowledge, skills and attitudes to a higher level. At present, 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. The Faculty commenced a new programme in 2016 leading to B. Tech in Industrial Management.

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 2016. 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, there is opportunity 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 demands of the Industrial sector.

4.6 Details of Resources & Students

4.6.1 Library

The library and Information Services Division is housed near the Reception area at the old building. The UNIVERSITY OF VOCATIONAL TECHNOLOGY library facilities are open to the staff and students of the institute. If you wish to use the library for academic use, private study or to borrow resources you will be asked to show your institutional ID card and complete a membership application form – this is an agreement with the UNIVESITY OF VOCATIONAL TECHNOLOGY library to abide by its user policy. For students, it is important that you know the name of your Course coordinator.

You will then be issued two library cards.

Opening hours

Monday to Friday 8.30am-4.30 pm

Saturday 8.30am-4.30 pm

The library is closed on Poya days and public holidays.

Library Resources

The main library collection consists of books containing more than 27272 volumes in both reference and lending sections. New arrivals for the book collection are displayed for two weeks before

Membership

The main membership of the library consists of academics, students and non-academics. They are entitled to the membership of the library and are provided 3 library tickets each (without Academic and executive members). The University of Vocational Technology also encourages the use of its library resources for research and professional purposes. Outside members are eligible to register as special readers of the library on a refundable payment of Rs.10000 .00.

Organization of Knowledge

All the resources in the library are classified according to the Dewey decimal classification system and shelved in the same order.

Services

Borrowing (Books will be issued on tickets provided for the purpose for a period of Two Weeks)

Internet Facilities

Internet facilities are provided for a limited period. It will be limited to the institutional staff members only. The other members can access internet facilities via the computer labs.

Photocopying Services (at a nominal fee)

Current Awareness Services (News clipping services related TVEC sector, new acquisitions)

Rules and Regulations

1. Personal text books, files, bags, handbags, parcels etc Should not be taken into the library and should be left on the shelf kept outside the library.
2. Book must be returned on time.
3. Ensure that books are returned in the same condition. Books should not be marked or defaced in any way. A fee will be charged for damaged or defaced books.
4. When books are returned, make sure that the receiving date is stamped on the book and that your library card is returned.
5. The borrowing period for all books from the lending section is 14 days. The fine for delay is .50 cents per day for the first seven days of delay, and 1/= rupee per day thereafter.
6. The due date will be stamped by the library and counter signed by the security guard or an appropriate other officer.
7. For renewals, each book should be physically produced to the counter. No extensions are allowed over the phone.
8. Students entering or leaving the library shell should allow books and other possessions to be checked by the library staff. Personal valuables should be handed over to the Security officer or library staff
9. Loss of a library ticket should be informed immediately to the library. The students have to remaining library tickets to confirm the lost number. New tickets will be issued upon payment of Rs.25 for each lost ticket.

Failure to pay fines and follow the above guidelines constitute a breach of discipline of the Institute. Action may be taken to cancel the membership and review academic progress in case of students.

The University of Vocational technology Library offers many services and resources to our students, faculty, and staff. These include:

- Books
- Magazines
- Newspapers
- Computer Usage
- Copy Machine
- Printing

- Lending
- Reference

Sections of the Library

Reference Section

- Encyclopedias
- Dictionaries
- Atlas
- Permanent Reference books
- Reference books
- Guide books
- Thesaurus

Lending Area

- Lending Books
- Newspapers
- Skills Standards
- Curriculum
- Research Reports
- New Arrivals
- Newspaper Clippings
- Government Publications
- ICTAD Publications
- ILO publications

Permanent Reference Materials

- Encyclopedias
- Dictionaries
- Atlas
- Thesaurus
- Almanacs
- Reference Books
- Permanent Reference Books

Library EMIS Databases

When you find a good book, use its subject terms to search for more books in that database.

Accesses Terminals

Search by:

Activities

- Preparing for 996 inventoried titles as new acquisitions.
- More than 1600 books circulated among the students and staff.
- Recruited student members (B1- 404 , B2- 481)
- Basic activities done for the purchase of “KOHA” database and trained the staff to work with the new database.
- Collecting student project reports -195.
- Annual subscription for National Geographic, Times and fortune magazines.
- Removal of 204 library books as damaged.

4.6.2 Hostel Facilities

The university has two hostels to offer accommodation. These hostels are situated in the university premises. Hostel facilities are provided for a limited number of students by the university. First year students are given priority in the selection process in order to be of more assistance to their studies. Hostels are offered on full time basis as well as daily basis. Hostels are administered by two members of the academic staff and two sub-wardens. In addition, there are other staff members to help in the administration. All hostels are equipped with able staff to handle daily services.

There was a significant improvement in the hostels during the year 2017. The capacity of the hostels were increased from 190 to 340 (220 boys, 120 girls) by replacing 150 single beds by new bunker beds. Facilities of both hostels were improved by introducing new double layer mattresses and pillows. Further, one of the hostels (old hostel) was fully renovated during the year of 2017. All the rooms of that hostel were completely modified including wash rooms, electrical systems and ventilation.

4.6.3 Student Cultural and Religious Events

- “RIVI THEDA MANGALYA” 2017, the New Year festival organized by the students of the University was held on 08th May 2017 at the university premises. The chief guest of this event was the Vice Chancellor of university.
- Ramadan Iftar was organized by the Islam students of the University of Vocational Technology, The event was held on 22nd of June 2017. The Vice chancellor, Director General, Deans and Academic & Non Academic staff members graced the occasion.
- Thai Pongal Festival of University of Vocational Technology was held on 20th January at the University. Academic Non Academic staff and students were assembled around the Pooja awning in the decorated premises.
- Navarathri pooja festival was celebrated by the first-year students at the new building of the University of Vocational technology on 29th September 2017. The Vice Chancellor, academic and non-academic staff members and students were present at this occasion.

4.6.4 Student Activities & Achievements

Participation in Exhibitions

- Students of the Faculty participated in the Techno 2017 exhibition organized by the Institution of Engineers, Sri Lanka.
- Undergraduates of the Faculty participated in Techno Sri Lanka 2017 exhibition representing the University.
- Students participated in Future Minds - 2017 education exhibition
- Students participated in "Anthony Abhiman" education exhibition, organized by the St/Anthony's College Baddegama.

Participation in Competitions

- Students participated in the Robotics Competition organized by various institutions and universities under the guidance of Eng. S.P.A.R.S Jayathilake - Senior Lecturer and Head, Electrical and Electronic Technology. Students won first, second & third places at the competition beating students of other established universities.
- University of Vocational Technology Gavel Club won "Gavel Got Talent" event of the Gavel Conference in 2017.

- University of Vocational Technology Gavel Club successfully organized the first Intra University Best Speaker Competition.

At the debate competition organized by the Student Assembly, B. Tech. IM students of the Faculty of Training Technology won first place.

Student Activities & CSR Programmes

- The inaugural ELT gathering of the students of Bachelor of English Language Teaching (B. Ed ELT) degree programme of the University of Vocational Technology was held on 6th January 2018, at the university auditorium. Students of B. Ed ELT 2011/2012 batch, 2013/2014 batch, 2014/2015 batch, 2015/2016 batch, 2016/2017 batch, 2017/2018 batch and the academic staff members of the Department of Language Studies and the Department of Education and Training participated in the occasion.
- The Environmental Society of the University of Vocational Technology invited the Waste Management Authority (WP) to conduct a program based on Waste management practices for the University Students and for the Staff members. The theme was “How to maintain an eco-friendly green environment in the university premises and in our residence”. Expertise on the subject conducted the program on the 10th August 2017 at 10.30 am at the university auditorium.
- The Annual Six-A-Side ‘UoVT SIXERS CRICKET TOURNMENT–2018’ organized by the Sport Society of University of Vocational Technology was held on 27th and 28th January 2018 at Kandawala School Ground. The students were encouraged with the presence of the Deans of the faculties and the lecturers.
- “Volley Clash” Volleyball Championship - 2017 organized by the Sports Society of University of Vocational Technology was held on 28th and 29th of August at the university playground.
- The students conducted a CSR programme titled " Sisu Sithata Sisilak" to assist school children in Galearawa Kanishta Vidyalaya, Siyambalanduwa & Barawaya Primary School
- Students conducted classes for Sandungama School students at Sandungama Temple
- A group of students repaired the buildings, computers and other electrical equipment which were damaged by floods, in Godagama and Thudawa schools of the Matara District.
- The Faculty Board has proposed a series of activities to assist those who are in need of financial and educational assistance in close proximity to the University

Awards

- Department of Electronic and Electrical Technology won 1st place at the Robotics Competition "OUSL IMPACTO 2017" under university category. The team comprised of five members of UoVT and the competition was held on the 22nd of January 2018 at the Open University of Sri Lanka.
- University of Vocational Technology won 1st, 2nd and 3rd places at Atrix Explosion 2017 - the Ultimate Robot Battle 2017 robotic competition organized by the INTELLEX Club of the University of Kelaniya.
- Final year students of Film & Television Technology Department won the Best Education Music program Award at Raigam Tele'es- 2017.
- Final year student of Film & Television Technology Department won the Best Political program Award at Raigam Tele'es- 2017.

5. Faculty of Industrial and Vocational Technology

5.1 Student Intake – 2017

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 19th February 2017. For the first time, B. Tech. in Food Technology and Construction Technology & Resource Management courses were offered on weekdays. Based on the performance of the Aptitude test, 505 students were admitted for the academic year 2017/2018. Details of the intake are given in Table 1 and 2. For the weekday batches of the academic year, after giving priority to student having National Vocational Qualification level 5 / 6 or equivalent qualifications, available vacancies were filled with students with GCE Advanced level qualifications. This initiative allowed conducting the degree programmes in full capacity. GCE A/L students also had to face the selection test. Among those who pass the selection test, candidates were selected based on their Z-score. Details of Advanced level streams considered as entry qualifications for the respective degrees are given in the table 3. The number of students admitted from NVQ and GCE (A/L) are given in the Table.

Table: 1 Student Intake – Faculty of Industrial & Vocational Technology for the academic year 2017/2018 Weekdays

| # | B. Tech. Degree Programme | No. of Students registered |
|--|---|----------------------------|
| 1. | B. Tech. in Building Services Technology | 37 |
| 2. | B. Tech. in Mechatronics Technology | 45 |
| 3. | B. Tech. in Manufacturing Technology | 42 |
| 4. | B. Tech. in Food Process Technology | 42 |
| 5. | B. Tech. in Construction Technology & Resource Management | 41 |
| Total registered in the Faculty of Industrial and Vocational Technology for week day programmes | | 207 |

Table: 2 Student Intake – Faculty of Industrial & Vocational Technology for the academic year 2017/2018 Weekends

| # | B. Tech. Degree Programme | No. of Students registered |
|----|--|----------------------------|
| 1. | B. Tech. in Building Services Technology | 33 |
| 2. | B. Tech. in Mechatronics Technology | 22 |
| 3. | B. Tech. in Manufacturing Technology | 17 |
| 4. | B. Tech. in Food Process Technology | 44 |

| | | |
|--|---|------------|
| 5. | B. Tech. in Construction Technology & Resource Management | 63 |
| 6. | B. Tech. in Film & Television Production Technology | 36 |
| 7. | B. Tech. in Quantity Surveying | 83 |
| Total registered in the Faculty of Industrial and Vocational Technology | | 298 |

Student Intake – Distribution of intake between NVQ and GCE (A/L) for different degrees

| # | B. Tech. Degree Programme | NVQ | GCE (A/L) |
|----------------|---|-----|-----------|
| Weekday | | | |
| 1. | B. Tech. in Building Services Technology | 06 | 31 |
| 2. | B. Tech. in Mechatronics Technology | 07 | 38 |
| 3. | B. Tech. in Manufacturing Technology | 01 | 41 |
| 4. | B. Tech. in Food Process Technology | 02 | 41 |
| 5. | B. Tech. in Construction Technology & Resource Management | 03 | 38 |
| Weekend | | | |
| 6. | B. Tech. in Building Services Technology | 33 | -- |
| 7. | B. Tech. in Mechatronics Technology | 21 | -- |
| 8. | B. Tech. in Manufacturing Technology | 17 | -- |
| 9. | B. Tech. in Food Process Technology | 52 | -- |
| 10. | B. Tech. in Construction Technology & Resource Management | 63 | -- |
| 11. | B. Tech. in Film & Television Production Technology | 36 | - |
| 12. | B. Tech. in Quantity Surveying | 83 | - |

Table: 3 Student Intake – GCE (A/L) qualifications considered as entry qualification for different degrees

| # | B. Tech. Degree Programme | GCE (A/L) Stream considered |
|----|---|--|
| 1. | B. Tech. in Building Services Technology | Engineering Technology |
| 2. | B. Tech. in Mechatronics Technology | Engineering Technology |
| 3. | B. Tech. in Manufacturing Technology | Engineering Technology and Physical Science |
| 4. | B. Tech. in Food Process Technology | Bio-systems Technology and Biological Sciences |
| 5. | B. Tech. in Construction Technology & Resource Management | Engineering Technology |

5.2 Foundation Programme

Inaugural ceremony and the orientation programmes were commenced for weekday & weekend programmes on 06th April 2017. Gap filling / Foundation programme for selected students of the weekday programme on essential basic subjects such as Mathematics, Information Technology and English commenced on 05th May 2017. This programme ended on 04th August 2017.

5.3 B. Tech. Degree (Weekday & Weekend) Programmes

The degree programmes for the newly registered weekdays-batch (B1) and weekend-batch (B2) commenced on 14th August 2017 and 20th May 2017 respectively. Semester 3 of the second year (B1) batch also commenced parallel to the fresh B1 batch on 19th August 2017. During the semester 5, i.e. from March to September 2018, semester 5 students underwent Industry Training at various places in the industry.

Details of students population of B. Tech. degree programmes offered by the Faculty is given in table 5.

Table: 5 Total Student Population

| Title of the Degree Course | Year of Registration | | | | | | |
|---|----------------------|-----------|------------|-----------|------------|------------|------------|
| | 2014 – B2 | 2015 – B1 | 2015 – B2 | 2016 – B1 | 2016 – B2 | 2017 – B1 | 2017 – B2 |
| Building Services Technology | 36 | 19 | 29 | 19 | 40 | 37 | 33 |
| Manufacturing Technology | 14 | 13 | 15 | 00 | 22 | 42 | 17 |
| Mechatronics Technology | 41 | 14 | 37 | 21 | 40 | 45 | 22 |
| Food Process Technology | 35 | -- | 48 | -- | 45 | 42 | 44 |
| Film & Television Production Technology | 36 | -- | 31 | -- | 31 | -- | 36 |
| Construction Technology & Resource Management | -- | -- | 39 | -- | 61 | 41 | 63 |
| Quantity Surveying | -- | -- | 49 | -- | 56 | -- | 83 |
| Batch Total | 162 | 46 | 248 | 40 | 295 | 207 | 298 |

5.4 Examinations conducted for the faculty in 2017

Details of examinations conducted during year 2017 for both weekday and weekend batches are given in Table 6.

Table: 6 Examinations conducted for the Faculty in 2017

| # | B. Tech. Degree Programme | Year of First Registration | Mode of conduct | Semester End Examination | From | To |
|----|------------------------------|----------------------------|-----------------|--------------------------|------------|------------|
| 1. | Mechatronics Technology | 2014 | B1 | Semester 6 | 27.02.2017 | 10.03.2017 |
| | Building Services Technology | | | | | |
| 2. | Mechatronics Technology | 2015 | B1 | Semester 4 | 27.02.2017 | 24.03.2017 |
| | Manufacturing Technology | | | | | |
| 3. | Mechatronics Technology | 2016 | B1 | Semester 2 | 27.02.2017 | 24.03.2017 |
| | Building Services Technology | | | | | |
| 4. | Mechatronics Technology | 2015 | B2 | Semester 4 | 08.07.2017 | 30.07.2017 |
| | Manufacturing Technology | | | | | |
| | Building Services Technology | | | | | |

| | | | | | | |
|--|---|--|--|--|--|--|
| | Food Process Technology | | | | | |
| | Film & Television Production Technology | | | | | |
| | Construction Technology & Resource Management | | | | | |
| | Quantity Surveying | | | | | |

| | | | | | | |
|----|---|------|----------|------------|------------|------------|
| 5. | Mechatronics Technology | 2016 | B2 | Semester 2 | 08.07.2017 | 30.07.2017 |
| | Manufacturing Technology | | | | | |
| | Building Services Technology | | | | | |
| | Food Process Technology | | | | | |
| | Film & Television Production Technology | | | | | |
| | Construction Technology & Resource Management | | | | | |
| | Quantity Surveying | | | | | |
| 6. | Mechatronics Technology | 2016 | B1 | Semester 3 | 04.09.2017 | 15.09.2017 |
| | Building Services Technology | | | | | |
| 7. | Mechatronics Technology | 2014 | Weekend | Semester 6 | 25.11.2017 | 17.12.2017 |
| | Manufacturing Technology | | | | | |
| | Building Services Technology | | | | | |
| | Food Process Technology | | | | | |
| | Film & Television Production Technology | | | | | |
| 8. | Building Services Technology | 2017 | Weekdays | Semester 1 | 04.12.2017 | 15.12.2017 |
| | Mechatronics Technology | | | | | |
| | Manufacturing Technology | | | | | |
| | Food Process Technology | | | | | |
| | Construction Technology & Resource Management | | | | | |
| 9 | Mechatronics Technology | 2017 | Weekend | Semester 1 | 09.12.2017 | 24.12.2017 |
| | Manufacturing Technology | | | | | |
| | Building Services Technology | | | | | |
| | Food Process Technology | | | | | |
| | Film & Television Production Technology | | | | | |
| | Construction Technology & Resource Management | | | | | |
| | Quantity Surveying | | | | | |

5.5 Visiting Lecturers in 2016

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

- Shortage of permanent academic staff
- To establish better linkages with industry and academia of other universities and higher education institutions

Details of visiting lecturers obtained by the faculty for all degree programmes are given in Table 7.

Table: 7 Visiting Lecturers in- 2017

| # | B. Tech. Degree Programme | Year of First Registration | Mode of conduct | Semester | No. of Visiting Lecturers |
|----|---|----------------------------|-----------------|------------|---------------------------|
| 1. | Mechatronics Technology | 2014 | Weekdays | Semester 6 | 05 |
| | Building Services Technology | | | | |
| 2. | Mechatronics Technology | 2015 | Weekdays | Semester 4 | 09 |
| | Manufacturing Technology | | | | |
| | Building Services Technology | | | | |
| 3. | Mechatronics Technology | 2016 | Weekdays | Semester 2 | 01 |
| | Building Services Technology | | | | |
| 4. | Mechatronics Technology | 2015 | Weekend | Semester 4 | 38 |
| | Manufacturing Technology | | | | |
| | Building Services Technology | | | | |
| | Food Process Technology | | | | |
| | Film & Television Production Technology | | | | |
| | Construction Technology & Resource Management | | | | |
| | Quantity Surveying | | | | |
| 5. | Mechatronics Technology | 2016 | Weekend | Semester 2 | 50 |
| | Manufacturing Technology | | | | |
| | Building Services Technology | | | | |
| | Food Process Technology | | | | |
| | Film & Television Production Technology | | | | |
| | Construction Technology & Resource Management | | | | |
| | Quantity Surveying | | | | |
| 6. | Mechatronics Technology | 2016 | Weekdays | Semester 3 | 08 |
| | Building Services Technology | | | | |
| 7. | Mechatronics Technology | 2014 | Weekend | Semester 6 | 35 |
| | Manufacturing Technology | | | | |
| | Building Services Technology | | | | |
| | Food Process Technology | | | | |
| | Film & Television Production Technology | | | | |
| 8. | Building Services Technology | 2017 | Weekdays | Semester 1 | 23 |
| | Mechatronics Technology | | | | |
| | Manufacturing Technology | | | | |
| | Food Process Technology | | | | |
| | Construction Technology & Resource Management | | | | |
| 9. | Mechatronics Technology | 2017 | Weekend | Semester 1 | 49 |
| | Manufacturing Technology | | | | |
| | Building Services Technology | | | | |
| | Food Process Technology | | | | |
| | Film & Television Production Technology | | | | |
| | Construction Technology & Resource Management | | | | |
| | Quantity Surveying | | | | |

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 the 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 of 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.

Further, as per the exemption policy, those students who had applied and were eligible were granted exemptions for the whole semester. Those who had completed NVQ Level 6 in Quantity Surveying were granted the exemptions for the first year as NVQ Level 6 is considered equivalent to the first year of the B. Tech. in Quantity Surveying degree. Hence, they were given the opportunity to join the degree from the second year. For students following other degrees, module and semester exceptions were granted base on the exemption policy and as per their requests.

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 the Food Process Technology programme, where it is three months. This module is offered in semester 5. Students are placed in the industry in collaboration with National Apprentice & Industrial Training Authority under its undergraduate training placement scheme. A comprehensive assessment scheme was developed to assess the work based industrial training of students as this component is considered for the calculation of 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 2017 submitted their research reports and submitted new proposals for 2017 and are continuing the research. The annual research symposium was conducted on the 30th November 2017 as those who completed research activity in 2016 were given the opportunity to present their papers, after obtaining their abstracts reviewed by an external panel.

5.9 Faculty Board Meetings

Meetings of the Faculty Board were conducted each month. A total of 11 meetings were held during 2017.

5.10 Details of Student Representative

Miss. H.A.A.S. Hettiarachchi (Building Services Technology – B1) and Mr. W.D.N. Pushpakumara (Mechatronics Technology – B2) served as Student Representatives of the Faculty Board till July 2016. Thereafter, they were replaced by Mr. S.A.S.M. Jayasinghe (Building Services Technology – B2) and Mr. K.B.N. Sampath (Mechatronics Technology – B1).

5.11 Staff Recruitments

| | | |
|----|--------------------------|---|
| 1. | Dr. R.L.W. Koggalage | Senior Lecturer – Gr. I |
| 2. | Dr. A.S.K. Warahena | Senior Lecturer – Gr. I |
| 3. | Dr. M.A.J. Wansapala | Senior Lecturer – Gr. I (One year contract) |
| 4. | Dr. M.P.K.C. Nandapala | Lecturer |
| 5. | Eng. P.K.P. Pushpakumara | Lecturer |
| 6. | Mr. S. Thushyanthan | Lecturer (Probationary) |

5.12 Staff Development Programmes

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

Local

Academic staff members who participated in training programmes and workshops are given in table 6.

Table 6: Academic staff members who participated in training programmes (Local)

| Name of Trainee | Designation | Institution/Trainer | Name of Training | Duration |
|------------------------------|-------------------------|--|--|--------------------------|
| Eng. Ms. W C C Sumathirathna | Senior Lecturer | Construction Industry Development Authority | Global Standards & Rating Systems for Sustainable Buildings in Sri Lanka | 1 days |
| Eng. Ms. J K Kanthi | Senior Lecturer | Construction Industry Development Authority | Global Standards & Rating Systems for Sustainable Buildings in Sri Lanka | 1 day |
| | | Green Building Council of Sri Lanka | Energy Management | 9 days |
| | | Energy Policy for Regional Cooperation & Development | Federation of Engineering Institutions of South and Central Asia | 1 day |
| Eng. S P A R S Jayathilaka | Senior Lecturer | Ministry | Staff Capacity Building in Procurement | 1 day |
| Eng. S P A R S Jayathilaka | Senior Lecturer | Ministry | Capacity Development in Technical Staff of the TVET Institutions | 3 day |
| Dr. K Nandapala | Lecturer | University of Kelaniya | Staff Development Programme | 06 Months (Every Friday) |
| Name of Trainee | Designation | Institution/Trainer | Name of Training | Duration |
| Eng. P K P Pushpakumara | Lecturer | University of Kelaniya | Staff Development Programme | 06 Months (Every Friday) |
| Eng. T D Denagama | Lecturer (Probationary) | Green Building Council of Sri Lanka | Associate Professional Training (APT) Course | 5 days |
| Eng. D T Ganegoda | Lecturer (Probationary) | Green Building Council of Sri Lanka | Associate Professional Training (APT) Course | 5 days |
| Mr. M W P Maduranga | Lecturer (Probationary) | IESL Toastmasters Club | IESL Speech craft Programme | 1 day |
| Mr. U A S K Edirisinghe | Lecturer (Probationary) | Ministry | Seminar on Vocational Education For Sri Lanka | 1 day |

Overseas

Academic staff members who participated in overseas training programmes and workshops are given in table 9.

Table 9: Academic staff members who participated in training programmes (overseas)

| Name of Trainee | Designation | Institution / Trainer | Name of Training | Duration |
|--------------------------|----------------------------------|-----------------------|---|----------|
| Dr. D.D.D. Suraweera | Senior Lecturer II / Dean (FIVT) | Singapore | Leadership Training Programme | 13 day |
| Mr. R.R.M.D.P. Ratnayake | Lecturer (Probationary) | China | 2017 Radio and Television Seminar on HD Technology and Management for Neighboring Countries | 1 Month |
| Ms. W K Moramudali | Lecturer (Probationary) | Canada | Lecture Training Programme | 44 days |
| Mr. C J Abewikrama | Lecturer (Probationary) | Malaysia | TVET Sector Staff members in the field of Curriculum Development | 21 days |
| Mr. U A S K Edirisinghe | Lecturer (Probationary) | | | |
| Mrs. D V D Sajeewani | Teaching Assistant | | | |
| Dr. A S K Warahena | Senior Lecturer Grade I | Thailand | OVEC-KRIVET-UNESCO-UNEVOC Capacity Building | 5 days |

5.13 General Convocation- 2017: Faculty of Industrial and Vocational Technology

Convocation of the University was held on 21st December 2017 at the BMICH. Fifty four (54) students of the Faculty of Industrial and Vocational Technology who followed B. Tech. degrees in Building Services Technology, Mechatronics Technology, Manufacturing Technology and Food Process Technology graduated at the ceremony.

| Title of the Degree Course | No. of Students |
|---------------------------------------|-----------------|
| B. Tech. Building Services Technology | 22 |
| B. Tech. Manufacturing Technology | 09 |
| B. Tech. Mechatronics Technology | 18 |
| B. Tech. Food Process Technology | 05 |
| Batch Total | 54 |

5.14 Scholarships for Postgraduate Studies

The following Academic Staff members were offered scholarships 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

5.15 Accreditation

Accreditation under Sydney accord was obtained from Institution of Engineers Sri Lanka for the following three degrees.

- B. Tech. in Manufacturing Technology
- B. Tech. in Mechatronics Technology
- B. Tech. in Building Services Technology

5.16 Targets of 2017

600 Students are expected to be enrolled in the 2018 / 2019 Academic Year.

6. Faculty of Training Technology (FTT)

Faculty of Training Technology of the University of Vocational Technology has been established to conduct 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 in other government and private sector training institutes and those interested in pursuing higher education. 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 COTs, teachers in schools and TVET sector and others holding the required diploma level qualifications to upgrade their competencies up to a 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 is conducted for a period of one month at the commencement of each program every year.

Students enrolled from GCE A/L Stream

A/L Technology Streams for Degree Programmes are as follows.

| # | Degree programme | GCE (A/L) streams in order of preference |
|---|--|---|
| 1 | B.Ed in Technology (B.Ed.Tech.) | Commerce, Physical Science, Agriculture, Technology |
| 2 | B.Tech in Software Technology B.Tech in Multimedia & Web Technology B.Tech in Network Technology | G.C.E (A/L) - Physical Science and Bio Science stream with Physics as a subject or ICT as a subject or any other stream with ICT as a subject |
| 3 | B.Tech in Industrial Management Technology | 1. Commerce 2. Technology 3. Physical sciences |

Based on the performance of the aptitude test, the students were admitted to the respective degree programmes for the academic year 2017/2018. Details are given below.

Students admitted under G.C.E.A/L and NVQ Stream in 2017/2018 academic year are given below.

| Year of Registration - 2017 | | | | | | | | | | |
|--|-----------------|--------|-------|----------------|--------|-------|--------------------|-----------------|--------|-------|
| Title of the Degree Programme | Weekdays | | | | | | | Weekends | | |
| | No. of Students | | | | | | | No. of Students | | |
| | NVQ Stream | | | GCE A/L Stream | | | Total (A/L+NVQ) | NVQ Stream | | |
| | Male | Female | Total | Male | Female | Total | | Male | Female | Total |
| B.Tech in Network Technology | 13 | 05 | 18 | 13 | 02 | 15 | 33 | 39 | 02 | 41 |
| B.Tech in Multimedia & web Technology | 05 | 08 | 13 | 13 | 11 | 24 | 37 | 12 | 24 | 36 |
| B.Tech in Software Technology | 11 | 09 | 20 | 13 | 06 | 19 | 39 | 34 | 06 | 40 |
| Bachelor of Education in Technology | -- | -- | -- | 15 | 30 | 45 | 45 | 08 | 08 | 16 |
| Bachelor of Education in English Language Teaching | -- | -- | -- | -- | -- | -- | -- | 05 | 25 | 30 |
| B.Tech in Industrial Management | 01 | - | 01 | 25 | 16 | 41 | 42 | 13 | 07 | 20 |
| Batch Total (Weekdays) | | | | | | | 196 | (Weekends) | | 183 |
| Year Total | | | | | | | | | | 379 |

6.1 Foundation Programme

The inauguration ceremony and the orientation programme were conducted on 06th April 2017.

| Title of the Degree Programme | Year of Registration | | | | | | | | | |
|--|----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| | 2013 | | 2014 | | 2015 | | 2016 | | 2017 | |
| | Week days | Week ends | Week days | Week ends | Week days | Week ends | Week days | Week ends | Week days | Week ends |
| Network Technology | 28 | 32 | 27 | 30 | 27 | 32 | 32 | 31 | 33 | 41 |
| Multimedia & web Technology | 24 | 23 | 27 | 32 | 36 | 31 | 26 | 34 | 37 | 36 |
| Software Technology | 24 | 19 | 28 | 26 | 25 | 30 | 32 | 27 | 39 | 40 |
| Education in Technology | - | - | - | 19 | - | 15 | -- | 15 | 45 | 16 |
| Education in English Language Teaching | - | 37 | - | 37 | - | 38 | -- | 38 | -- | 30 |
| Industrial Management | - | - | - | 11 | - | 22 | -- | 24 | 42 | 20 |
| Batch Total | 76 | 111 | 82 | 155 | 88 | 168 | 90 | 169 | 196 | 183 |
| Year Total | 187 | | 237 | | 256 | | 259 | | 379 | |

Foundation programme on essential basic subjects such as Mathematics, Information Technology and English conducted for selected students of the weekday programme commenced on 15th May 2017.

6.2 B. Tech. Degree (Weekday & Weekend) Programmes

The first semester of year 1 of the weekday degrees commenced on the 14th August 2017. After 16 weeks, Semester 1 end examination was held from 09th to 26th of January 2018. The industrial exposure module will be conducted from 05.02.2018 to 08.06.2018 and the second semester of year 1 will commence on 11th June 2018.

The first semester of year 1 for week day degrees commenced on 14th August 2017. After 16 weeks, Semester 1 end examination was held from 09th to 26th of January 2018. The industrial exposure module will be conducted from 05.02.2018 to 08.06.2018 and the second semester of year 1 will commence on 11th June 2018.

The first semester of year 1 for week end degrees commenced on 20th May 2017. After 22 weeks, Semester 1 end examination was held from 13th January to 03rd February 2018. The second semester of year 1 will commence on 05th May 2018.

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

6.3 Examinations Conducted for the Faculty in 2017

| # | B. Tech. Degree Programme | Year of First Registration | Mode of conduct | Semester End Examination | From | To |
|-----|------------------------------------|----------------------------|-----------------|--------------------------|------------|------------|
| 1. | B.Tech in (ICT) | 2016 | Weekdays | Semester II | 06.03.2017 | 31.03.2017 |
| 2. | B.Tech in (ICT) | 2015 | Weekdays | Semester IV | | |
| 3. | B.Tech in (ICT) | 2014 | Weekdays | Semester VI | | |
| 4. | B.Ed. in English Language Teaching | 2014 | Weekend | Semester V | 13.05.2017 | 27.05.2017 |
| 5. | B.Ed. in Technology | 2014 | Weekend | Semester V | | |
| 6. | B.Tech in (ICT) | 2016 | Weekend | Semester II | 09.07.2017 | 06.08.2017 |
| 7. | B.Ed. in Technology | 2016 | Weekend | Semester II | | |
| 8. | B.Tech in Industrial Management | 2016 | Weekend | Semester II | | |
| 9. | B.Ed. in English Language Teaching | 2016 | Weekend | Semester II | | |
| 10. | B.Tech in (ICT) | 2015 | Weekend | Semester IV | | |
| 11. | B.Ed. in English Language Teaching | 2015 | Weekend | Semester IV | | |
| 12. | B.Tech in Industrial Management | 2015 | Weekend | Semester III | 18.09.2017 | 02.10.2017 |
| 13. | B.Tech in (ICT) | 2016 | Weekdays | Semester III | | |

6.4 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 – 2017

| # | Name & Designation | Course | Module / Subject |
|----|--|--|---|
| 01 | Mr. L W S Kularatne Dean, Senior Lecturer Gr. II | B.Ed (ELT) | 1. Poetry 2. Review of Learning English |
| 02 | Mr. S A Liyanage Director (Admission, Accreditation & Quality Assurance)/ Senior Lecturer Gr. II | B.Tech (MAN/MEC/ELT) | 1. Communication Skills I 2. Communication Skills II 3. ELT Approaches and Methods 4. Critical Reading and Writing |
| 03 | Ms. Y G. Padma Shanthi Senior Lecturer Gr. II Head, Department of Education & Training | B. Ed. Tech B. Ed. (ELT) | 1. Educational Psychology 2. Internship 3. Career Guidance and Counselling 4. Professional Development 5. Curriculum Development, 6. Teaching Learning Methods II |
| 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++ 3. Computer Programming |
| 05 | Mrs. B M T D Jayasekera Lecturer (Probationary) Head, Department of Management Studies | B.Tech (ICT) B.Tech in (BST/MAN/MEC) B.Tech (IM) | 1. Research Methods 2. Business Statistics I |
| 06 | Ms. J A M B Karunaratne Lecturer (Probationary) Head, Language Studies | B.Ed. (ELT) B.Tech. (ICT) | 1. Communication Skills – I 2. Communication Skills –2 3. Discourse Analysis 4. Fiction 5. Applied Linguistics |
| 07 | Mr. S A N Danushka Lecturer (Probationary) | B.Ed. Tech B.Ed.(ELT) | 1. Advanced Instructional Media 2. Educational Management 3. Assessment of Learning 4. Philosophical & Social Foundation in Education 5. Curriculum Development 6. Research Methods in Education |
| 08 | 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 |

| | | | |
|----|---|--|--|
| 09 | Ms. S G. Nambuwasam Lecturer (Probationary) | B.Tech (ICT) | <ol style="list-style-type: none"> 1. Web Technology & Applications 2. Programming in Java 3. Internet Technologies 4. Data Structures and Algorithms 5. Web Interface Designing & Application Software |
| 10 | Mrs. Y S Manatunge Lecturer (Probationary) | B.Ed.(ELT) B. Ed. Tech. | <ol style="list-style-type: none"> 1. Instructional Media 2. Educational Psychology 3. Professional Development 4. Teaching Practice 5. Career Guidance and Counselling 6. Curriculum Development, Implementation & Evaluation |
| 11 | Mr. R M C Asoka Bandula Lecturer (Probationary) | B.Tech (ICT) | <ol style="list-style-type: none"> 1. Computer Architecture & Operating System 2. Digital Electronics 3. Internetwork Routing 4. Enterprise Technology & Architectures |
| 12 | Mrs. T R Vidanapathirane Lecturer (Probationary) | B.Tech (ICT) B.Tech (IMT) B.Tech (BST/MAN/MEC) | <ol style="list-style-type: none"> 1. Entrepreneurship Development and Management 2. Marketing Management 3. Organizational Behavior |
| 13 | Mrs. K G N P Rajapaksha Lecturer (Probationary) | On Study Leave | |
| 14 | Ms. U Sivachelvy Lecturer (Probationary) | B.Tech (IM) B.Tech (Mec/Man/BST) | <ol style="list-style-type: none"> 1. Introduction to Accounting 2. Costing & Cost Benefits Analysis 3. Industrial Economics & Management |
| 15 | Ms. N L B Oshadie Lecturer (Probationary) | B.Tech. (ICT) B.Tech (Man) B.Tech (IM) | <ol style="list-style-type: none"> 1. Project Management Practices 2. Management Theory and Practice 3. Strategic Management |
| 16 | Ms. Dilini Ranasuriya Lecturer (Probationary) | B.Tech. (ICT) B.Ed.(ELT) | <ol style="list-style-type: none"> 1. Mass Communication 2. Communication Skills 3. Drama 4. Introduction to Literature 5. Advanced Communication Skills |
| 17 | Eng. H P A I Pathirana Lecturer (Probationary) | On Study Leave | |
| 18 | Mr. A S K Wijayawardena Lecturer (Probationary) | B.Tech.(ICT) | <ol style="list-style-type: none"> 1. Database Implementation 2. Software Testing & Reliability 3. Enterprise Java |

| | | | |
|----|--|----------------------------|--|
| 19 | Ms. N W K D V P Opatha Lecturer (Probationary) | B.Tech.(ICT) | 1. Database Management Systems 2. Software Quality Assurance 3. Professional Issues in IT 4. Software Development Practices |
| 20 | Ms. A A Gunawardhana Lecturer (Probationary) | B.Tech (ICT) B.Ed.(ELT) | 1. Communication Skills 2. South Asian English 3. Introduction to Linguistics |
| 21 | Mr. P H S S Wijayarathna Senior Engineering Teaching Assistant / Head, CEC | B.Tech (ICT) | 1. Data Communication & Networks |

6.5 Visiting Staff of the Faculty – 2017

| # | B. Tech. Degree Course | Year of Registration | Mode of conduct | Semester | No. of Visiting Lecturers |
|---|----------------------------------|----------------------|-----------------|----------|---------------------------|
| 1 | Multimedia & Web | 2017 | Weekdays | 1 | 06 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| | Industrial Management Technology | | | | |
| 2 | Multimedia & Web | 2017 | Weekend | 1 | 08 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| | Industrial Management Technology | | | | |
| 3 | Multimedia & Web | 2016 | Weekdays | 3 | 07 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| 4 | Multimedia & Web | 2016 | Weekdays | 4 | 12 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| 5 | Multimedia & Web Technology | 2016 | Weekend | 2 | 12 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| | Industrial Management Technology | | | | |
| 6 | Multimedia & Web Technology | 2016 | Weekend | 3 | 10 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| | Industrial Management Technology | | | | |
| 7 | Multimedia & Web Technology | 2015 | Weekend | 4 | 21 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| | Industrial Management Technology | | | | |
| | B.Ed. ELT | | | | |
| | B.Ed. ELT | | Weekend | 5 | 01 |

| | | | | | |
|---|----------------------------------|------|----------|---|----|
| 8 | Multimedia & Web Technology | 2015 | Weekdays | 6 | 08 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| 9 | Multimedia & Web Technology | 2014 | Weekend | 6 | 18 |
| | Software Technology | | | | |
| | Network Technology | | | | |
| | Industrial Management Technology | | | | |
| | B.Ed. ELT | | | | |

6.6 Exemptions Granted for B. Tech students

The policy of 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 a student has successfully completed the equivalent subject at diploma level. Students were required to produce the 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 of category 02 were granted exemptions from attending lectures and practical classes, but they were required to complete the continuous assessments and sit the semester end examinations. Consequently, performance levels that the students achieved at those evaluations were counted for their GPA calculation.

The list of the number of students who were granted exemptions under the above two categories is shown below.

No. of Students received exemption from Semester – I

| # | B. Tech. (Weekend) Course - 2017 | No. of Students received exemption | |
|----|----------------------------------|------------------------------------|-------------|
| | | Category 01 | Category 02 |
| 1. | Industrial Management | 04 | 00 |

6.7 Industrial Training

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

6.8 Industrial Liaison Committees

Industrial liaison committees have been established for each degree programme to assist and advice on conducting the programmes so that it would enhance the quality of delivery and final product. The committees have met and the feedback received would be used for improving the quality of the degree programmes.

6.9 Curriculum Revision of the Degree Programmes

The first circle of curriculum revision of all the degree programmes offered by the Faculty commenced in the year 2016 and was completed by the end of year 2017. The revised curricula of all the degree programmes offered by the Faculty would be implemented from 2018.

6.10 Research

All academic staff members including the newly recruited members of the Faculty have been conducting research activities. Those who submitted proposals in 2016 and 2017 have submitted the drafts of the reports. Further, most of the Faculty staff have supervised research studies undertaken by the students of the Faculty.

6.11 Research Symposium

The second research symposium of the University was held on 30th November 2017 at the University Auditorium.

The details of the research papers presented at the symposium from the Faculty are as follows.

| # | Name | Proposal Name |
|-----|----------------------------|---|
| 01. | Dr. A M Jazeel | A study on Attitudes of Graduate Teachers Towards Computer Assisted Instruction in Eastern Province of Sri Lanka |
| 02. | Ms. B M T D Jayasekara | A Study on Constraints in Developing Entrepreneurship in ICT Undergraduates at the University of Vocational Technology |
| 03. | Ms. N L B Oshadie | Exploration of Importance of Communication Skills on Success of a Product in the Perspective of Project Managers |
| 04. | Mr. P. Uruthiran | Human Computer Interaction and M-Learning; an Overview of Enabling Technologies in Student Centered Environment |
| 05. | Ms. Padma Shanthi Y Gamage | A Study on Female Students' Participation under the National Vocational Framework in Sri Lanka |
| 06. | Mr. S A Liyanage | Undergraduates' Attitudes Towards Studying Quantitative Research Methods and Statistics: A Sri Lankan Experience |
| 07. | Mr. S A N Danushka | Instructional Strategies of Blended Courses for Self-Paced Learning - An Approach Towards Creativity and Innovation as Educational Outcomes |
| 08. | Ms. S G Nambuwasam | Effectiveness of Using Captions in an ICT Skill Enhancement Video |
| 09. | Ms. T R Vidanapathirane | Problems Encountered by Women Entrepreneurs in Ratmalana Divisional Secretariat |
| 10. | Ms. U Sivachelvy | Academic Staff Motivation and Job Satisfaction in Technical Colleges in Western Province |

6.12 Faculty Board Meetings

Meetings of the Faculty board were conducted each month so that 12 meetings were held during 2017. Mr. A H G J H Chameera (Software Technology) and Mr. S A Samoon (Industrial Management) had been nominated by the Students' Assembly as Student Representatives to the Faculty Board.

6.13 Staff Recruitments

Following staff members were recruited to the Faculty in 2017.

| # | Name | Designation |
|----|----------------------|--|
| 1. | Dr. A M Jazeel | Senior Lecturer Grade II in Education |
| 2. | Ms. M C N Perera | Lecturer (Probationary) in English |
| 3. | Mr. W G Ananda | Consultant in English |
| 4. | Ms. K M P B N Perera | Demonstrator |
| 5. | Ms. M M A Hamna | Demonstrator |
| 6. | Ms. Emma Kerr | WUSC volunteer (attached to Dept. of Language Studies) |

6.14 Staff Development Programmes

Academic staff members who participated in training programmes

Postgraduate Studies

- Mr. L W S Kularatne - Ph.D Candidate at Open University, Malaysia - Completed course work of four semesters and presently in the process of writing the Research Proposal.
- Mr. S A Liyanage - Ph.D Candidate at Open University, Malaysia - Completed course work of four semesters and presently in the process of writing the Research Proposal.
- Eng. H P A I Pathirana - Completed Master of Information Technology Degree at Flinders University, Australia
- Ms. K G N P Rajapaksha - Registered as a Ph.D candidate at Asian Institute of Technology, Thailand
- Ms. B M T D Jayasekara - Commenced MPhil/Ph.D at University of Colombo.
- Ms. T R Vidanapathirane - Commenced Ph.D through MPhil at University of Kelaniya.
- Ms. N L B Oshadie - Commenced MPhil/Ph.D at University of Kelaniya.
- Mr. S A N Danushka - Commenced MPhil/Ph.D at University of Colombo.
- Mr. R M C A B Ratnayake - Commenced MPhil at University of Sri Jayawardenapura.
- Mr. A S K Wijayawardena - Commenced MPhil/Ph.D at University of Colombo.
- Ms. A A Gunawardana - Commenced MPhil Degree at University of Kelaniya.

Overseas - Short term Training

The following officers participated in short-term foreign training programmes.

| Name of the Officer | Name of the Seminar | Duration | Country |
|-------------------------|---|------------|----------|
| Ms. Y S Manathunge | Overseas Specialized Training Programme in the Field of Curricula Development Using DACUM Process | 26.11.2017 | Malaysia |
| Ms. T R Vidanapathirane | | 16.12.2017 | |

6.15 General Convocation- 2017: Faculty of Training Technology

115 students of the Faculty of Training Technology who followed B.Ed Tech, B.Ed ELT and B.Tech. degrees in Education Technology, Multimedia & Web Technology, Network Technology, and Software Technology graduated on that day. Details are given below.

| Title of the Degree Course | No. of Graduands |
|---|------------------|
| Bachelor of Education in Technology | 01 |
| Bachelor of Technology in Multimedia & Web Technology | 26 |
| Bachelor of Technology in Network Technology | 29 |
| Bachelor of Technology in Software Technology | 31 |
| Bachelor of Technology in English Language Teaching | 28 |
| Batch Total | 115 |

6.16 Targets for 2018

All the degree programmes that have been offered by the Faculty in the year 2017 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 2018. The online mode of delivery of all Academic programmes is to be enhanced.

7. 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 the 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 short in duration, these are more practically oriented providing opportunities for experiencing the real environment of work.

Diploma Programme

SSDD Project 2017

| Diploma | Commencement | No of Students Registered | M | F | M | F | Complete/Progress |
|---|--------------|---------------------------|----|----|----|----|--------------------|
| National Diploma in Quantity Surveying 2014-2016 (02 Year & 03 Months) | 03-05-2014 | 50 | 37 | 13 | 37 | 13 | Final January 2017 |

National Diploma in Technical Teacher Education 2017/2018

No of students Registered in year 2017 -143 Year end sits 123 for 1st semester exam.

| | Certificate | Duration | No of Participants |
|----|-------------|-------------------------------------|--------------------|
| 1 | ToA 85 | 24/04/2017-28/04/2017 | 25 |
| 2 | ToA 86 | 29/05/2017-02/06/2017 | 32 |
| 3 | ToA 87 | 10/07/2017-14/07/2017 | 30 |
| 4 | ToA 88 | 24/07/2017-28/07/2017 | 20 |
| 5 | ToA 89 | 14/08/2017-18/08/2017 | 39 |
| 6 | ToA 90 | 21/08/2017-25/08/2017 | 37 |
| 7 | ToA 91 | 18/09/2017-22/09/2017 | 33 |
| 8 | ToA 92 | 09/10/2017-13/10/2017 | 19 |
| 9 | ToA 93 | 25,26,27/10/2017-24/25/11/2017 | 24 |
| 10 | ToA 94 | 17,18,19 /11/2017and 24,25 November | 19 |
| 11 | ToA 95 | 04/12/2017-08/12/2017 | 26 |
| | | Total | 304 |

Short Term Programme

7.1 Training of Assessors Programmes (TOA) Annual Target - 250

7.2 Quality Leaders in TVET sector Target 360

| # | Programme | Duration | Number of participants |
|---|--------------------------------|-----------------------|------------------------|
| 1 | Quality Leaders in TVET sector | 04/05/2017-05/05/2017 | 23 |
| 2 | Quality Leaders in TVET sector | 25/05/2017-26/05/2017 | 07 |
| 3 | Quality Leaders in TVET sector | 06/07/2017-07/07/2017 | 26 |
| 4 | Quality Leaders in TVET sector | 27/07/2017-28/07/2017 | 25 |
| 5 | Quality Leaders in TVET sector | 30/08/2017-31/08/2017 | 24 |
| 6 | Quality Leaders in TVET sector | 28/09/2017-29/09/2017 | 20 |
| 7 | Quality Leaders in TVET sector | 26/10/2017-27/10/2017 | 19 |
| 8 | Quality Leaders in TVET sector | 23/11/2017-24/11/2017 | 22 |
| 9 | Quality Leaders in TVET sector | 14/12/2017-15/12/2017 | 30 |
| | | Total | 196 |

7.3 Industrial Training Management (ITM) Annual Target - 120

| | Certificate | Duration | No of Participants |
|---|-------------|-----------------------|--------------------|
| 1 | ITM | 22/05/2017-26/05/2017 | 21 |
| 2 | ITM | 12/06/2017-16/06/2017 | 30 |
| 3 | ITM | 21/08/2017-25/08/2017 | 24 |
| 4 | ITM | 23/10/2017-27/10/2017 | 17 |
| 5 | ITM | 06/11/2017-10/11/2017 | 15 |
| | | | 107 |
| | | Total | 78 |

7.4 Training Centre Management (TCM) Annual Target – 120

| | Certificate | Duration | No of Participants |
|---|-------------|-----------------------|--------------------|
| 1 | TCM | 06/03/2017-10/03/2017 | 14 |
| 2 | TCM | 10/07/2017-14/07/2017 | 22 |
| 3 | TCM | 14/08/2017-18/08/2017 | 23 |
| 5 | TCM | 09/10/2017-13/10/2017 | 11 |
| | | | 70 |

7.5 Training programme of International Labor Organization (ILO)

| | Certificate | Duration | No of Participants |
|---|-------------|-----------------------|--------------------|
| 1 | ILO I | 15/02/2017-20/02/2017 | 18 |
| 2 | ILO II | 27/04/2017-02/05/2017 | 20 |

| | | | |
|---|---------|-----------------------|-----|
| 3 | ILO III | 21/06/2017-23/06/2017 | 19 |
| 4 | ILO 1V | 29/07/2017-31/07/2017 | 21 |
| 5 | ILO V | 09/08/2017-14/08/2017 | 12 |
| 6 | ILO VI | 26/08/2017-28/08/2017 | 24 |
| 7 | ILO VII | 15/09/2017-17/09/2017 | 11 |
| | | Total | 125 |

1. Training of Trainer programme with Creative Academy
No of Participants 20
2. Training of Trainer programme with Salon Ranmali pvt Limited

No of Participants 20

8. Admission, Accreditation and Quality Assurance Division

8.1 Introduction

The AAQA Division was established in September 2014. During its first year, it was focusing on developing and revising the existing necessary documents such as By-laws, Regulations, Rules and Procedure, and during its 2nd year, it gradually focused on increasing the number of students for university intakes, accreditation processes and initiating quality assurance measures.

8.2 Concise Quality Assurance Framework

University of Vocational Technology has a quality assurance framework. The features and functions of the framework are to assure the quality of the university in the following areas:

1. The generally accepted standards of legal requirements for a degree awarding institute.
2. The standards of physical resources
3. The standards of degree programmes
4. The competence and qualifications of teachers of the University
5. Research activities
6. Modes of delivery of educational programmes
7. Assessment procedures
8. Student welfare

The UNIVOTEC was established by the parliamentary Act No. 30 of 2008, as a fully-fledged university, which covers all legal requirements to function as a degree awarding institute in Sri Lanka, *as it has been introduced in its official website*

Established in 2008, under the University of Vocational Technology Act Number 31 of 2008, the University of Vocational Technology has the same legal and academic status as any other national university in Sri Lanka. According to Section 6 and 7 of the Public Administration Circular No. 16/92,

dated 13.03.92, issued by the Ministry of Public Administration, Provincial Councils & Home Affairs, the degrees awarded by University of Vocational technology are treated as equivalent to degrees awarded by any other University under the purview of the University Grants Commission, and the universities listed in Association of Commonwealth Universities, and / or in the International handbook of Universities.

The necessary infrastructure which includes, an administrative block, lecture halls, library, laboratories, auditorium, cafeteria and hostels, have been established and is being developed according to the requirements with the enhancement of the UNIVOTEC.

The standards of the degree programmes, the prime aim of the UNIVOTEC, are assured by the total functions of the Quality Assurance Framework which is described in detail in this document.

The aforementioned Act stipulates officers of the UNIVOTEC, their responsibilities, and the administrative bodies, which are parallel to such bodies of other universities in Sri Lanka, to ensure the conduct of programmes of study within generally accepted norms and standards.

The Officers of the University are;

1. Vice Chancellor
2. Deans
3. Director General
4. Director Finance
5. Director Media and Information
6. Director Admission, Accreditation, and Quality Assurance

The administrative bodies are;

The Board of Governors

2. The Academic Council
3. The Admission, Accreditation, and Quality Assurance Council -
4. Faculty Boards (The composition of the above bodies has been explicitly mentioned in the said Act.)

The functions of these bodies are described concisely to explain how required quality is assured. Study Programmes are conducted under two faculties namely, Faculty of Training Technology, and the Faculty of Industrial and Vocational Technology. All matters pertaining to study of programmes, which include the modules, mode of delivery, examinations, assessment, etc., are discussed and monitored at the faculty boards.

The recommendations and decisions that are taken at the Faculty Boards are forwarded to the Academic Council for its approval. The Academic Council may seek approval of the Board of Governors for the matters based on the situation and the magnitude of them. The Academic Council is tantamount to the Senate of conventional universities in Sri Lanka as far as the composition and functions are concerned.

The Admission Accreditation and Quality Assurance Council is referred to when decisions are to be taken about admission procedures, accreditation of programmes of study, schemes of recruitments,

academic and administrative matters pertaining to University Colleges, and general quality assurance processes of the University.

The University has an Examinations and Evaluation Centre, which is responsible for conducting and monitoring examinations, marking answer scripts, recording the results and issuing certificates. The procedures are similar to those of other universities in Sri Lanka.

The University also has a Quality Assurance Committee (QAC) which meets monthly to take initiatives to ensure that programmes of study are conducted within the expected norms and standards, and to enhance related facilities and student welfare. A monthly progress report is put forward to the Academic Council by the QAC.

All functions of the officers, and bodies mentioned above are governed by a set of by-laws, regulations, rules, procedures, and policies that have been developed and approved by the University.

Such documents include:

By -Laws

- By law for the award of degrees, post graduate diplomas and higher degrees by the University of Vocational Technology.
- By law for conducting of examinations, offences, punishments and appeals procedure
- By-law for the University students' assembly at the University of Vocational Technology
- By-law for residence and student discipline at the University of Vocational Technology
- By law for the award of certificates of competence, elementary certificates, certificates, advanced certificates, diplomas and advanced diplomas by the University of Vocational Technology
- By-laws on the procedure of convocation of the University of Vocational Technology

Regulations

- Regulations for the award of the degree of Bachelor of Education in Technology by the University of Vocational Technology
- Regulations for the award of the degree of Bachelor of Technology by the University of Vocational Technology
- Regulation for the award of certificates of competence, elementary certificates, certificates, advanced certificates, diplomas and advanced diplomas by the University of Vocational Technology

Rules

- Rules for the award of the degree of Bachelor of Education in Technology by the University of Vocational Technology
- Rules for the award of the degree of Bachelor of Technology in Industrial & Vocational Technology by the University of Vocational Technology
- Rules for the election of Dean of a faculty at the University of Vocational Technology
- Rules for the conduct of proceedings of the University of Technology Appeals Board

- Rules for the award of certificates of competence, elementary certificates, certificates, advanced certificates, diplomas and advanced diplomas by the University of Vocational Technology

Procedures

- Procedure- Admission procedure, and registration
- Procedure- Exemptions
- Procedure – Answer scripts re-scrutinizing of results

Policies

- Refund Policy

8.3 Summary of Student Registration - 2017

As a measure of increasing the number of students especially for weekday programmes, a decision was taken to enroll students from General Certificate of Examination (Advanced Level) from the year 2017, and all necessary approvals from the Faculty Boards, Academic Council, Admission, Accreditation Council, and the Board of Governors were taken. The process commenced in the year 2016.

8.4 Accreditation

The following degree programmes received accreditation from the Institute of Engineers, Sri Lanka (IESL), under the Sydney Accord.

- Bachelor of Education in Mechatronics Technology
- Bachelor of Technology in Building Services Technology
- Bachelor of Technology in Manufacturing Technology

The only NVQ programmes that have been conducted by the University were accredited in the year 2016 by the Tertiary and Vocational Education Commission

- National Diploma in Technical Teacher Education (NVQ Level 5)
- National Diploma in Quantity Surveying (NVQ Level 6)

It is being discussed at the ministerial level that the University should get the UGC accreditation for its study programmes, and the AAQA Division made arrangements to educate the staff about the requirements that should be fulfilled for getting their programmes accredited from UGC.

8.5 Quality Assurance

AAQA Division of the University is actively participating in enhancing quality enhancement related programmes in the University as well as programmes conducted by the Ministry of Skills Development and the Tertiary and Vocational Education Commission. The Division initiated a two-day training programme for the staff of TVET institute titled “Developing Quality in Major Steps: The path ahead in TVET” and during the year 2016, 240 were trained and in 2017 another 170 TVET personnel were trained. Two TOT programmes were held in the University to train the staff on online learning as well, equipping lecturers to use a Learning Management System to enhance integrative, interactive and collaborative learning, which is the trend in contemporary global education. Measures were taken to train the staff of newly established University Colleges, and as a result, five University Colleges out of six

have installed Quality Management Systems (QMS), and their NVQ level five and six study programmes, except a very few were accredited in the year 2017.

More tangible results of the initiations taken during the first two years by this newly established division will hopefully appear in the 2018 annual report. The Division participated actively in processes, functions, and events such as publishing News Letters, Co-Curricular Activities, Research Symposium, Aesthetic Programmes, as such activities directly enhance the quality in an educational institute.

8.6 Providing leadership for Quality Enhancement in the TVET Sector

The University plays a leading role along with the Tertiary and Vocational Education Commission with the sponsorship of the Skills Sector Development Project in introducing the Quality Improvement System (QIS). The Director, Admission Administration and Quality Assurance of the University of

9. Administrative & Non Academic Staff

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,

- Documenting of 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
- Documenting unit staff meeting proceedings
- Documentation of on-going and one-time planning, review, and evaluation of unit programs, projects, and services

New Recruitments

The Board of Governors approved following new appointments.

| Recruitment of the Office Staff – 2017 | | | |
|--|-----------------------|-------------------------|-----------|
| | Name of the Employee | Designation | |
| 1 | Ms.K.M.P.B. Perera | Demonstrator | 4/9/2017 |
| 2 | Ms.M.M.A.Hamna | Demonstrator | 6/9/2017 |
| 3 | Dr.A.S.K.Warahena | Senior Lecturer I | 2/10/2017 |
| 4 | Dr.R.L.W.Koggalage | Senior Lecturer I | 2/10/2017 |
| 5 | Dr.M.P.K.C.Nandapala | Lecturer | 2/10/2017 |
| 6 | Mr.P.K.P.Pushpakumara | Lecturer | 2/10/2017 |
| 7 | Ms.M.C.N.Perera | Lecturer(Probationary) | 2/10/2017 |
| 8 | Mr.W.G.Ananda | Consultant in English | 1/11/2017 |
| 9 | Dr.A.M.Jazeel | Senior Lecturer II | 1/11/2017 |
| 10 | Mr.S.Thushyanthan | Lecturer (Probationary) | 6/11/2017 |
| 11 | Dr. M.A.G. Wansapala | Senior Lecturer I | 4/12/2017 |

The Board of Governors approved the following promotions for internal staff.

| Internal Promotion -2017 | | | |
|--------------------------|--------------------------|-------------------------|-----------|
| | Name of the Employee | Designation | Date |
| 1 | Mr. Chaminda Weerasinghe | Lab Assistant | 9/4/2017 |
| 2 | Mr.R.D.P.I.Priyadarshana | Assistant Administrator | 9/4/2017 |
| 3 | Ms. B. Alakurajh | Lecturer (Probationary) | 10/2/2017 |

Board of Governors approved the following resignations/retirements;

| Resignation/Retirement Of Staff - 2017 | | | | |
|--|----------------------|--------------------|------------------|-------------------------------|
| | Name | Appointment Date | Resignation date | Reason |
| 1 | Ms. K M P B N Perera | Demonstrator | 6/1/2017 | Contract period was completed |
| 2 | Ms. G W A S Lakmini | Demonstrator | 9/11/2017 | Contract period was completed |
| 3 | Ms. M M A Hamna | Demonstrator | 31/12/2017 | Resigned |
| 4 | Ms. W A H S Wewala | Teaching Assistant | 22/12/2017 | Demise |

9.1 Opportunities for staff Development

The University recognized that its staff is 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 the 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 planning.

According to the human resource development policy of the University, it has focused to orient, train and develop personnel by improving skills, knowledge, capabilities and competencies required to perform well in 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 2016 the University paid 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 their career development.

9.2 Short term Training for Academic members – Foreign and Local

In par with the Annual Human Resource Development Plan of the University, selected academic members were award the opportunities to undergo specified foreign and local training programs funded by the funds allocated to the capacity development fund of the University and funds of the Skill Sector Development Fund. The summary of the grants in Year 2016 is given in the following tables.

Foreign Training - 2017 (Short)

| | Name of Training | Duration | Date | Institution/Trainer | Title | Trainee | Designation |
|----|--|-----------------|-------------------------|----------------------------|--------------|-----------------------|----------------------------|
| 1 | Lecture Training Programme | 44 days | 01/01/2017 -13/2/2017 | Canada | Ms | W K Moramudali | Lecturer (Probationary) |
| 2 | Managerial and Administrative Competency Development program | 1 Week | 11/2/2017 - 19/2/2017 | Malaysia | Ms. | I N Peduruhewa | Assistant Registrar |
| 3 | Leadership Training Programme | 13 days | 12/2/2017 - 25/2/2017 | Singapore | Dr. | D D D Suraweera | Senior Lecturer/Dean |
| 4 | 2017 Radio and Television Seminar on HD Technology and Management for Neighboring Countries | 1 Month | 15/4/2017 - 16/5/2017 | China | Mr. | R R M D P Ratnayake | Lecturer (Probationary) |
| 5 | Workshop on Mechatronics | 5 days | 23/4/2017 - 27/4/2017 | Thailand | Mr. | S P A R S Jayathilaka | Senior Lecturer |
| 6 | Managerial Competency Development Program | 1 Week | 30/4/2017 - 6/5/2017 | Malaysia | Ms. | N Diyabedanage | Derector Genaral |
| 7 | Competency Development Program for Technical Officers | 1 Week | 8/7/2017 - 16/7/2017 | Malaysia | Ms. | Ms.N A Wattegedara | Technical Officer (Lab) |
| | | | | | Mr. | S R Colambarachchi | Technical Officer (Lab) |
| 8 | International Management Programme on Activating Career Transformation for Aspiring Women Leaders (IMPACT) Program | 1 Week | 9/10/2017 - 17/10/2017 | Malaysia | Ms. | G W G Upamalika | Senior Assistant Librarian |
| 9 | Competency Development Program for Technical Officers | 1 week | 22/10/2017 - 8/10/2017 | Malaysia | Ms. | W A Sunethra | Technical Officer (Lab) |
| | | | | | Mr | R C G Vidanapathirana | Technical Officer (IT) |
| 10 | TVET Sector Staff members in the field of Curriculum Development | 3 weeks | 26/11/2017-16/12/2017 | Malaysia | Mr. | C J Abeywickrama | Lecturer (Probationary) |
| | | | | | Mr. | U A S K Edirisinghe | Lecturer (Probationary) |
| | | | | | Ms. | K D Y S Manathunga | Lecturer (Probationary) |
| | | | | | Ms. | T R Vidanapathiranage | Lecturer (Probationary) |
| | | | | | Ms. | D V D Sajeewani | Teaching Assistant |
| | | | | | Ms. | M S S Rizana | Associate Officer |
| | | | | | Mr. | G D I Pushpakumara | Associate Officer |
| 11 | OVEC-KRIVET-UNESCO-UNEVOC Capacity Building | 5 days | 26/11/2017 - 30/11/2017 | Thailand | Dr. | A S K Warahena | Senior Lecturer Grade I |

9.3 Opportunities for Professional Training

On par with the policies of the Human Resource Development plan of the University, opportunities were given for the respective officers to undergo selected professional programs to upgrade their standards and to acquire the required qualifications.

Professional Trainings

| No | Name of Training | Duration | Date | Institution/Trainer | Trainee | | Designation |
|----|---|-----------------------------|---|------------------------|---------|--------------------|-------------------------|
| | | | | | Title | Name | |
| 1 | Associate Professional Training (APT) Course | 5 days | from 20/1/2017 | GBCSL | Mr. | T D Denagama | Lecturer (Probationary) |
| | | | | | Mr. | D T Ganegoda | Lecturer (Probationary) |
| 2 | Energy Management | 9 day | 28,29,30/4/2017, 5,6,7,12,13,14/5/2017 | GBCSL | Ms | J K Kanthi | Senior Lecturer |
| 3 | Introduction to SPSS for Statistical Analysis | 4 days | 7,14,21,28-05-2017 | NCAS | Ms | Y S Manathunga | Lecturer (Probationary) |
| 4 | IESL Speech craft Programme | | 16/5/2017 | IESL Toastmasters Club | Mr. | M W P Masuranga | Lecturer (Probationary) |
| 5 | Certificate Course in English Language | 03 Months (Every Friday) | From 28/7/2017 | SDFL | Ms. | R A N D Rupasinghe | Internal Auditor |
| | | | | | Mr. | R D Nishantha | Assistant Bursar |
| 6 | Staff Development Programme | 06 Months (Every Friday) | From 10/11/2017 | University of Kelaniya | Dr | K Nandapala | Lecturer |
| | | | | | Mr. | P K P Pushpakumara | Lecturer |
| | | | | | Ms | M C N Perera | Lecturer (Probationary) |

9.4 Short term Training for Non Academic members

All non-academic staff members were granted opportunity to undergo respective short term training on skills, knowledge and attitude on selected subject areas related to their job scope. The summary is given in the following table.

Local Trainings for Academic staff (short)

| No | Name of Training | Duration | Date | Institution/Trainer | Trainee | | Designation |
|----|---|----------|-----------------------|---------------------|---------|-----------------------|-------------------------|
| | | | | | Title | Name | |
| 1 | Global Standards & Rating Systems for Sustainable Buildings in Sri Lanka | 1 day | 2/3/2017 | CIDA | Ms | J K Kanthi | Senior Lecturer |
| | | | | | Ms | W C C Sumathiratne | Senior Lecturer |
| 2 | Invitation to Asi@Connect Launch Ceremony in Sri Lanka | 1 day | 20/6/2017 | LEARN | Ms | T K Malwatta | Senior Lecturer |
| 3 | Re:Preparation of Training Plan for ICT Sector Based on Skills Gap Analysis | 1 day | 9/8/2017 | TVEC | Ms | T K Malwatta | Senior Lecturer |
| 4 | Seminar on Vocational Education For Sri Lanka | | 15/08/2017-03/09/2017 | Ministry | Mr. | U A S K Edirisinghe | Lecturer (Probationary) |
| 5 | Staff Capacity Building in Procurement | 1 day | 28/8/2017 | Ministry | Mr. | T K Malwatta | Senior Lecturer |
| | | | | | Mr. | S P A R S Jayathilaka | Senior Lecturer |
| 6 | Focal Person to Implement GESIF | | | Ministry | Ms | Y G Padama Shanthi | Senior Lecturer |
| 7 | Capacity Development in Technical Staff of the TVET Institutions | 3 days | 27,28.29/9/2017 | Ministry | Ms | T K Malwatta | Senior Lecturer |
| | | | | | Mr. | S P A R S Jayathilaka | Senior Lecturer |
| 8 | workshop - TVET Sector Development Committee | 1 day | 21/10/2017 | Ministry | Dr | D D D Suraweera | Senior Lecturer |
| | | | | | Mr. | L W S Kularathna | Senior Lecturer |
| | | | | | Mr. | S A Liyanage | Senior Lecturer |
| | | | | | Mr. | C J Abewickrama | Lecturer (Probationary) |
| 9 | Energy Policy for Regional Cooperation & Development | 1 day | 21/10/2017 | FEISCA | Ms. | J K Kanthi | Senior Lecturer |

| | | | | | | | |
|----|---------------------|----|------------|-------|----|--------------|-----------------|
| 10 | Cyber Security Talk | Ms | 28/11/2017 | NHRDC | Ms | T K Malwatta | Senior Lecturer |
|----|---------------------|----|------------|-------|----|--------------|-----------------|

Local Trainings for Non Academic staff (short)

| N o | Name of Training | Duration | Date | Institution/ Trainer | Trainee | | Designation |
|--------|---|----------|-----------------------------------|-------------------------|---------|-----------------------|----------------------|
| | | | | | Title | Name | |
| 1 | Customer Care | 1 day | 10/1/2017 | NHRDC | Ms | A D D Tharika | Management Assistant |
| | | | | | Ms | T A C H Nanadasiri | Management Assistant |
| 2 | Audit of Fixes Assets | 1 day | 19/1/2017 | PRAG | Ms | R A N D Rupasinghe | Internal Auditor |
| | | | | | Ms | L K Muthukumarana | Management Assistant |
| 3 | Use of Excel for Office Work | 1 day | 31/1/2017 | PRAG | Ms | K S K De Silva | Management Assistant |
| | | | | | Ms | AG D Dilrukshi | Management Assistant |
| 4 | Management of Common Problems Encountered in Local Construction Contracts | 1 day | 16/2/2017 | CIDA | Mr | C K Wickramasinghe | Works Superintendent |
| 5 | Disciplinary Procedure | 1 day | 14/2/2017 | PRAG | Ms | AG D Dilrukshi | Management Assistant |
| 6 | Be an Effective Supervisor | 1 day | 15/2/2017 | Life Skill Academy | Ms | R A N D Rupasinghe | Internal Auditor |
| | | | | | Ms | W P G C Pramila | Assistant Registrar |
| | | | | | Mr | G W Banduwardena | Assistant Bursar |
| | | | | | Mr | R D Nishantha | Assistant Bursar |
| 7 | Recruitment Procedure | 1 day | 28/2/2017 | PRAG | Ms | A S W Wickramasinghe | Management Assistant |
| 8 | Stores Management | 5 days | 31,24/03/2017 28,21,07-04-2017 | CIDA | Mr | K G G I Pushpakumara | Management Assistant |
| 9 | Top HR Trends | 1 day | 4/5/2017 | NHRDC | Ms | I N Peduruhewa | Assistant Registrar |
| 10 | Deployment of IPv6 in a Campus Network | 2 days | 22,23,5,2017 | LEARN | Mr. | L A U P Pushpakumara | System Administrator |
| | | | | | Mr | R D P I Priyadarshana | System Administrator |
| 11 | Electrical Installations for Modern | 1 day | 30/5/2017 | CIDA | Mr. | C K Wickramasinghe | Works Superintendent |

| | | | | | | | |
|----|---|--------|------------------------|---------------------------|----|-----------------------|----------------------|
| | Buildings | | | | Mr | R P Lasantha Perera | Management Assistant |
| | | | | | Mr | R S Jayaweera | Associate Officer |
| | | | | | Ms | W M T D Wanninayaka | Associate Officer |
| 12 | How to Increase Your Performance | 1 day | 6/6/2017 | RH Training & Development | Ms | R A N D Rupasinghe | Internal Auditor |
| | | | | | Ms | W P G C Pramila | Assistant Registrar |
| | | | | | Mr | R D Nishantha | Assistant Bursar |
| | | | | | Mr | N L J C Lakmal | Associate Officer |
| 13 | Salary Translation | 2 days | 16,15-06/2017 | SDFL | Ms | A S W Wickramasinghe | Management Assistant |
| | | | | | Ms | P L K Muthukumarana | Management Assistant |
| 14 | Enhancement of Accounting Skills of the Public Sector | 1 day | 22/06/2017 | MAPEA | Ms | G A A K Dilrukshi | Assistant Bursar |
| | | | | | Mr | R D Nishantha | Assistant Bursar |
| 15 | The Art of Public Speaking | 1 day | 22/6/2017 | SDFL | Ms | S A D A C Padmakumari | Programme Officer |
| | | | | | Mr | H M K R B Kiriella | Associate Officer |
| | | | | | Mr | A M C Gunaratne | Management Assistant |
| 16 | Vehicle Fleet Management | 1 day | 28/6/2017 | SDFL | Mr | P A Chaminda | Management Assistant |
| 17 | Motivation Through Right Attitudes | 1 day | 29/6/2017 | SDFL | Mr | K D Sampath | Associate Officer |
| | | | | | Mr | H M K R B Kiriella | Associate Officer |
| | | | | | Mr | R S Jayaweera | Associate Officer |
| | | | | | Ms | W M T D Wanninayaka | Associate Officer |
| 18 | Procurement Capacity Development Training Programme 2017 | 5 days | 14,13,12,11, 10/7/2017 | SSDD | Mr | G W Banduwardena | Assistant Bursar |
| | | | | | Mr | K D Sampath | Associate Officer |
| | | | | | Ms | N Diyabedanage | Director General |
| 19 | Accounting & Financial Management for the staff of Finance divisions of the TVET Institutions | 3 days | | SSDD | Mr | V C Adihetti | Management Assistant |
| | | | | | Mr | R S Jayaweera | Associate Officer |
| 20 | Public Procurement Procedures | 2 days | 29,28/07/2017 | SDFL | Mr | G P L Priyajanaka | Associate Officer |

| | | | | | | | |
|----|---|--------|-----------------------|------------------|----|----------------------|----------------------------|
| 21 | Risk assessment, Audit Plan& Internal Controls | 1 day | 3/8/2017 | PRAG | Ms | P L K Muthukumarana | Management Assistant |
| 22 | Seminar on Vocational Education For Sri Lanka | | 15/08/2017-03/09/2017 | Ministry | Ms | G W G Upamalika | Senior Assistant Librarian |
| 23 | Dismantel procedure of Government property | 1 day | 24/08/2017 | PRAG | Ms | I N Peduruhewa | Assistant Registrar |
| | | | | | Mr | R D Nishantha | Assistant Bursar |
| | | | | | Ms | R A N D Rupasinghe | Internal Auditor |
| 24 | Effective Letter Writing & Written Communication Techniques | 2 days | 28,21/8/2017 | NIBM | Ms | J W Champika | Management Assistant |
| | | | | | Ms | A S W Wickramasinghe | Management Assistant |
| 25 | Motivation Personal Grooming & Value of Changing | 1 day | 24/8/2017 | Headmasters | Ms | W K Nishanthi | Associate Officer |
| | | | | | Ms | G P Samanthi | Associate Officer |
| | | | | | Ms | K P A G De Silva | Associate Officer |
| | | | | | Ms | D W S Dharmapala | Management Assistant |
| | | | | | Ms | D G K Swarnalatha | Management Assistant |
| | | | | | Mr | S S Hewawasam | Management Assistant |
| | | | | | Ms | G G P Priyanthi | Management Assistant |
| | | | | | Mr | S N P K Chandimal | Management Assistant |
| | | | | | Ms | V V Ranathunga | Management Assistant |
| | | | | | Ms | D L A Kanthi | Management Assistant |
| | | | | | Ms | B L C Jeewani | Management Assistant |
| | | | | | Ms | J L G W De Silva | Management Assistant |
| 26 | Accounting for Effective Public Services | 2 days | 29,28/8/2017 | SDFL | Ms | K M G G S Dias | Management Assistant |
| 27 | Staff Capacity Building in Procurement | 1 day | 28/8/2017 | Ministry | Mr | C K Wickramasinghe | Works Superintendent |
| | | | | | Mr | G P L Priyajanaka | Associate Officer |
| 28 | Pre- Shoot & HIGH END Photo Manipulations | 1 day | 5/9/2017 | Exceed Creations | Ms | D W S Dharmapala | Management Assistant |
| | | | | | Mr | A M C Gunaratne | Management Assistant |

| | | | | | | | |
|----|---|--------|-----------------|--|----|-----------------------|---|
| | | | | | Mr | R A S G Ranathunga | Video Cameraman |
| 29 | Film & Video Workshops with Clutch | 3 days | 9,8,7/9/2017 | Sri Lanka Foundation- Digital Film Academy | Mr | G A Saputhanthri | Management Assistant (Lighting Technician) |
| | | | | | Mr | R A S G Ranathunga | Video Cameraman |
| 30 | Capacity Development in Technical Staff of the TVET Institutions | 3 days | 27,28.29/9/2017 | Ministry | Mr | R D P I Priyadarshana | System Administrator |
| | | | | | Ms | G A A K Dilrukshi | Assistant Bursar |
| 31 | Special Subject Oriented Training | 1 day | 22 & 27/09/2017 | All staff in Clerical & Allied Grades | | | |
| 32 | Financial Statements (Final Accounts) | 1 day | 12/10/2017 | PRAG | Ms | A P Aluthge | Director (Finance) |
| | | | | | Ms | G A A K Dilrukshi | Assistant Bursar |
| 33 | workshop - TVET Sector Development Committee | 1 day | 21/10/2017 | Ministry | Ms | N Diyabedanage | Director General |
| 34 | Cyber Security Talk | 1 day | 28/11/2017 | NHRDC | Ms | N Diyabedanage | Director General |

10.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

| UNIVERSITY OF VOCATIONAL TECHNOLOGY | | | | | |
|--|--|------|--|---------------------------|----------------------|
| STATEMENT OF FINANCIAL POSITION | | | | | |
| As at 31st December | | | | 2017 | 2016 |
| | | Note | | Rs. | Rs. |
| ASSETS | | | | | |
| Current Assets | | | | | |
| Cash & Cash Equivalents | | 2 | | 14,789,924 | 15,478,526 |
| Advances, Deposit Receivables | | 3 | | 597,700 | 255,000 |
| Stocks | | | | 4,567,079 | 4,410,552 |
| Pre Payments | | 4 | | 1,381,920 | 1,903,276 |
| Staff Loans & Advances | | 5 | | 5,782,211 | 5,316,024 |
| Debtors and other Receivables | | 6 | | 45,348,502 | 3,524,008 |
| | | | | 72,467,336 | 30,887,386 |
| Non - Current Assets | | | | | |
| Investments | | 7 | | 32,108,741 | 22,579,037 |
| Property, Plant and Equipment | | 8 | | 1,369,917,403 | 1,377,035,600 |
| Work in Progress | | 9 | | 260,643,295 | 206,933,119 |
| Intangible Assets | | 10 | | 3,025,001 | 4,825,366 |
| | | | | 1,665,694,440 | 1,611,373,122 |
| Total Assets | | | | 1,738,161,776 | 1,642,260,508 |
| LIABILITIES | | | | | |
| Current Liabilities | | | | | |
| Receipts in Advance | | | | - | 220,500 |
| Accounts Payable & Other Liabilities | | 11 | | 64,413,916 | 18,591,272 |
| Short Term Deposits Refundable | | 12 | | 1,601,975 | 2,275,578 |
| | | | | 66,015,891 | 21,087,350 |
| Non Current Liabilities | | | | | |
| Provision for Gratuity | | 13 | | 35,083,888 | 29,043,106 |
| Long Term Deposits Refundable | | 14 | | 27,039,078 | 20,230,000 |
| | | | | 62,122,966 | 49,273,106 |
| Total Liabilities | | | | 128,138,857 | 70,360,456 |
| Total Net Assets | | | | 1,610,022,919 | 1,571,900,052 |
| NET ASSETS /EQUITY | | | | | |
| Capital Grants | | 15 | | 1,590,873,662 | 1,546,616,800 |
| Revaluation Surplus | | | | 30,931,260 | 31,804,597 |
| Accumulated Fund | | 16 | | (12,365,315) | (7,100,357) |
| Other Funds | | 17 | | 583,312 | 579,012 |
| Total Net Assets/Equity | | | | 1,610,022,919 | 1,571,900,052 |
| The accounting policies on pages 05 to 08 & notes on pages 09 to 21 form an integral part of these financial statements. | | | | | |
| Certification | | | | | |
| We certify that the above financial statements give a true & fair view of affairs as at 31.12.2017 and it's Surplus/(Deficit) for the year ended 31.12.2017 | | | | | |
| | | | | | |
| Prof.G.L.D.Wickramasinghe | | | | A.P.Aluthge | |
| Vice Chancellor | | | | 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. | | | | | |
| | | | | | |
| Chandrarathne Vithanage | | | | Dr.D.D.D.Suraweera | |
| Member | | | | Member | |
| Colombo | | | | | |
| 23 rd February 2018 | | | | | |

10.2 Statement of Financial Performance

| UNIVERSITY OF VOCATIONAL TECHNOLOGY STATEMENT OF FINANCIAL PERFORMANCE | | | | | |
|--|--|------|--|--------------------|--------------------|
| For the Year Ended 31st December | | | | 2017 | 2016 |
| | | Note | | Rs. | Rs. |
| Operating Revenue | | | | | |
| Recurrent Grant | | | | 227,055,000 | 180,172,500 |
| Staff Development Grant | | | | 3,355,109 | 2,263,842 |
| Skills Sector Development Grant | | 18 | | 47,284,707 | 47,970,476 |
| Revenue From Academic Activities | | 19 | | 5,987,769 | 1,686,745 |
| Less-Direct Expenditure on Academic Activities | | 20 | | 2,967,709 | 1,190,995 |
| Net Income from Academic Activities | | | | 3,020,060 | 495,750 |
| Revenue from Degree Programmes | | 21 | | 16,086,000 | 14,947,420 |
| Other Income | | 22 | | 7,400,699 | 6,632,136 |
| Amortisation of Deferred Income | | 23 | | 105,041,818 | 89,451,267 |
| | | | | | |
| Total Operating Revenue | | | | 409,243,393 | 341,933,391 |
| Operating Expenses | | | | | |
| Employee Costs | | 24 | | 166,495,500 | 128,787,410 |
| Travelling Expenses | | 25 | | 480,592 | 112,958 |
| Supplies & Requisites | | 26 | | 7,170,003 | 6,638,114 |
| Maintenance Expenses | | 27 | | 7,186,428 | 6,011,988 |
| Services | | 28 | | 72,744,388 | 59,397,634 |
| Depreciation & Amortisation on Property, Plant & Equipment | | 29 | | 105,041,818 | 89,451,267 |
| Skills Sector Development Expenses | | 30 | | 47,284,707 | 47,970,476 |
| | | | | | |
| Total Operating Expenses before Provisions & Loss on Fixed Assets Disposal/Loss on Fixed Assets Donation | | | | 406,403,436 | 338,369,847 |
| Net Operating Surplus / (Deficit) before Provisions & Loss on Fixed Assets Disposal/Loss on Fixed Assets Donation | | | | 2,839,957 | 3,563,544 |
| Gratuity Provision | | | | 6,040,782 | 2,910,609 |
| Loss on Fixed Assets Disposal | | | | - | 438,226 |
| Loss on Fixed Assets Donation | | | | 624,921 | |
| Net Surplus / (Deficit) After Provisions & Loss on Fixed Assets Disposal/Loss on Fixed Assets Donation | | | | (3,825,746) | 214,709 |

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

| UNIVERSITY OF VOCATIONAL TECHNOLOGY | | | | |
|---|--|----------------------|----------------------|--|
| CASH FLOW STATEMENT | | | | |
| For the Year Ended 31st December | | 2017 | 2016 | |
| | | Rs. | Rs. | |
| Cash flows from operating activities | | | | |
| Deficit / Surplus from ordinary activities | | (3,825,746) | 214,709 | |
| Non - Cash Movements | | | | |
| Amortisation of Deferred Income/Capital Grants | | (105,041,818) | (89,451,267) | |
| Depreciation & Amortisation | | 105,041,818 | 89,451,267 | |
| Profit/Loss on Disposal of Assets | | - | 438,226 | |
| Profit/Loss on Fixed Assets Donation | | 624,921 | | |
| Gratuity | | 6,040,782 | 2,910,609 | |
| Operating Profit Before Changes in W/C | | 2,839,957 | 3,563,544 | |
| (Increase)/Decrease in Stocks | | (156,527) | (985,456) | |
| (Increase)/Decrease in Staff Debtors | | (466,187) | (98,724) | |
| (Increase)/Decrease in Debtors and Receivables | | (41,824,494) | (107,086) | |
| (Increase)/Decrease in Pre-payments | | 521,355 | (129,295) | |
| (Increase)/Decrease in Advance | | (69,465) | - | |
| (Increase)/Decrease in Deposits Receivable | | (273,235) | (100,000) | |
| (Increase)/Decrease in Deposits made to Bank | | | - | |
| (Increase)/Decrease in Received in Advance | | (220,500) | 220,500 | |
| Increase/(Decrease) in Deposits Refundable | | (673,603) | 513,725 | |
| Increase/(Decrease) in Recurrent Expenditure | | - | - | |
| Increase/(Decrease) in Accounts Payable | | 45,822,644 | (101,733) | |
| Gratuity Payment | | - | (181,219) | |
| Net cash flows from operating activities | | 5,499,945 | 2,594,256 | |
| Cash flows from investing activities | | | | |
| Land | | - | (598,939,105) | |
| Buildings | | (34,463,755) | (19,822,047) | |
| Main Building | | - | (47,670) | |
| Motor Vehicles | | - | - | |
| Computers | | (11,198,552) | (28,985,180) | |
| Furniture and Fittings | | (3,674,165) | (12,516,118) | |
| Office Equipment | | (4,704,278) | (1,567,500) | |
| Teaching Equipment | | (15,883,412) | (17,729,660) | |
| Plant and Machinery | | (14,140,887) | (26,885,226) | |
| Books | | (4,591,095) | (2,972,765) | |
| Other Assets | | (488,968) | (3,407,856) | |
| Work in Progress | | (53,710,176) | (396,750) | |
| Intangible Assets-Computer Software | | - | (3,368,770) | |
| Investment | | (9,529,704) | (6,333,298) | |
| Library Deposits | | 3,414,078 | 2,590,000 | |
| Laboratory Deposits | | 3,395,000 | 2,590,000 | |
| Proceeds from Disposal Assets | | - | 347,617 | |
| Net cash flows from investing activities | | (145,575,914) | (717,444,328) | |
| Cash flows from financing Activities | | | | |
| Capital Contributions - Treasury | | 85,984,891 | 115,786,158 | |
| Capital Grants | | 53,398,176 | 600,996,450 | |
| Other Funds | | 4,300 | 10,000 | |
| Net cash flow from financing activities | | 139,387,367 | 716,792,608 | |
| Net increase/(decrease) in cash and cash equivalents | | (688,602) | 1,942,536 | |
| Cash and cash equivalents at beginning of period | | 15,478,526 | 13,535,990 | |
| Cash and cash equivalents at end of the period | | 14,789,924 | 15,478,526 | |

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 Assets

UNIVERSITY OF VOCATIONAL TECHNOLOGY

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED 31ST DECEMBER 2017

| | Accumulated Fund Rs | Revaluation Surplus Rs | Other FUNDS RS | Capital Grants | | | | | | | | | | | Deferred Income RS | Total Net Assets Rs |
|-----------------------------------|---------------------------|------------------------------|----------------------|--------------------|-------------------|--------------|------------------------|--------------------|---------------|------------------|----------------|--------------|--------------------|---------------|-----------------------|---------------------------|
| | | | | TEDP RS | Treasury RS | GOPA RS | Ministry of YASD RS | DTET RS | NORAD RS | SDP RS | WUSC RS | MOF RS | SDD RS | GIZ RS | | |
| Balance as at 01.01.2016 | (11,490,975) | 32,834,938 | 569,012 | 133,317,516 | 5,350,000 | 9,300 | 181,529,594 | 132,612,937 | 155,792 | 8,816,271 | 315,938 | 6,876 | 69,414,686 | | 373,231,854 | 926,673,736 |
| Adjustments | 4,175,909 | (1,030,341) | 10,000 | - | 9,633,333 | | 579,167 | | | - | | | | | 2,250,875 | 15,618,943 |
| Amortisation | | | | (28,157,790) | (2,274,166) | (1,860) | (12,439,336) | (11,226,059) | (86,125) | (2,421,483) | (315,938) | - | (1,721,983) | | (28,745,208) | (87,389,944) |
| Additions | | | | | | | | 595,500,000 | | | | | 5,496,450 | | | 600,996,450 |
| Contributions for the year | | | | | | | | | | | | | | | 115,786,158 | 115,786,158 |
| Surplus /(Deficit) for the period | 214,709 | | | | | | | | | | | | | | | 214,709 |
| Balance as at 31.12. 2016 | (7,100,357) | 31,804,597 | 579,012 | 105,159,726 | 12,709,167 | 7,440 | 169,669,425 | 716,886,878 | 69,667 | 6,394,789 | - | 6,876 | 73,189,153 | | 462,523,679 | 1,571,900,052 |
| Balance as at 01.01. 2017 | (7,100,357) | 31,804,597 | 579,012 | 105,159,726 | 12,709,167 | 7,440 | 169,669,425 | 716,886,878 | 69,667 | 6,394,789 | - | 6,876 | 73,189,153 | | 462,523,679 | 1,571,900,052 |
| Adjustments | 211,900 | (873,337) | - | 4,671,307 | - | | 26,606 | | (1,485) | | 421,250 | | | | 3,146,824 | 7,603,066 |
| Amortisation | (1,651,112) | | | (28,415,085) | (2,274,167) | (1,860) | (12,332,685) | (11,129,920) | (68,182) | (2,325,220) | (210,625) | | (1,549,240) | (2,984) | (45,080,740) | (105,041,820) |
| Additions | | | 4,300 | | | | | - | | | | | 53,332,176 | 66,000 | | 53,402,476 |
| Contributions for the year | | | | | | | | | | | | | | | 85,984,891 | 85,984,891 |
| Surplus /(Deficit) for the period | (3,825,746) | | | | | | | | | | | | | | | (3,825,746) |
| Balance as at 31.12. 2017 | (12,365,315) | 30,931,260 | 583,312 | 81,415,948 | 10,435,000 | 5,580 | 157,363,346 | 705,756,958 | - | 4,069,569 | 210,625 | 6,876 | 124,972,089 | 63,016 | 506,574,654 | 1,610,022,919 |

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

10.5.1 Significant Accounting Policies

10.5.2 General Policies

10.5.3 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.

10.5.4 Principal Activities

- a. Conducting undergraduate programmes
- b. Development of postgraduate programmes
- c. Conducting researches relating to TVET Education
- d. Developing curricula for TVET institutions
- e. Developing degree curricula
- f. Developing learning materials
- g. Conducting short term training programs, seminars and workshops for professional development

10.5.5 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 (2018).

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.

10.5.6 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 | 16.66% |
| • Furniture & Fittings | 10% |
| • Office Equipment | 10% |
| • Plant & Machinery | 10% |
| • Teaching Equipment | 10% |
| • Books | 10% |
| • 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 when it is available for use and ceases date on which asset is classified as held for sale/ disposal, from 2013 onwards.

The passenger bus (Ashok Leyland – 42 seater) purchased in 1996 has no carrying value as at 31.12.2016 since it is not in useable state.

The cost of the Establishment Code developed for the University is identified under Other Assets and would be written off once it is feasible for implementation.

10.6.2 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

Teaching Equipment 10 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 |
| Computers – (University funded) | 2Yrs & 9 months |
| Other Assets – (University funded) | 2 Yrs & 9 months |

The balance useful life time of Property, Plant and Equipment which has zero carrying value as at 31.12.2015, was determined by an appointed committee and depreciated accordingly.

| | |
|-----------------------------------|------------------------------|
| Vehicles (University funded) | 12 Yrs from year of purchase |
| Vehicles (Valued) | 12 Yrs from year of purchase |
| Computers (University funded) | 6 Yrs from year of purchase |
| Library Books (University funded) | 6 Yrs from year of purchase |
| Other Assets (University funded) | 6 Yrs from year of purchase |

The balance useful life time of Property, Plant and Equipment which has zero carrying value as at 31.12.2016, was determined by an appointed committee and depreciated accordingly.

| | |
|-----------------------------------|----------------------|
| Computers (University funded) | 2 Yrs from year 2016 |
| Library Books (University funded) | 5 Yrs from year 2016 |

The balance useful life time of Property, Plant and Equipment which has zero carrying value as at 31.12.2017, was determined by an appointed committee and depreciated accordingly.

| | |
|-----------------------------------|----------------------|
| Other Assets (University funded) | 3 Yrs from year 2017 |
| Library Books (University funded) | |
| Purchased in Year 2012 | 4 Yrs from year 2017 |
| Purchased in Year 2014 | 7 Yrs from year 2017 |

10.6.3 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 whereas 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

Matters resolved in respect of case filed at the Labour Tribunal

A sum of Rs.596,040/= paid to an officer of the University as salaries in settlement of a case filed at the Labour Tribunal claiming that his services were terminated by the University.

A sum of Rs.763,176/= might be recovered from a former Assistant Bursar as dues from him.

A sum of Rs.898,075/= might be recovered from an former employee for not reporting back to work on completion of post graduate programme in United Kingdom.

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

| University of Vocational Technology Notes to the Financial Statements | | | | | |
|--|---|-------------------------|--|-------------------|-------------------|
| For the Year Ended 31st December | | | | 2017 Rs. | 2016 Rs. |
| 2 | Balances at Banks | | | | |
| | Bank of Ceylon - Rathmalana | A/C 0070308457 | | 8,526,529 | 8,396,870 |
| | Peoples Bank - Rathmalana | A/C 080-1-001-3-0003120 | | 5,047,617 | 3,509,707 |
| | 7 Days Call Deposits-Peoples Bank Ratmalana | | | 1,215,778 | 3,571,949 |
| | | | | 14,789,924 | 15,478,526 |
| 3 | Advances, Deposit Receivables | | | | |
| | Advances | | | | |
| | Sundry advances | | | 69,465 | - |
| | | | | 69,465 | - |
| | Deposits Receivable | | | | |
| | BMICH | | | 390,815 | 250,000 |
| | The Open University of Sri Lanka | | | 15,000 | |
| | SLTB-Rathmalana | | | 117,420 | |
| | University of Colombo | | | 5,000 | 5,000 |
| | | | | 528,235 | 255,000 |
| | | | | 597,700 | 255,000 |
| 4 | Pre-payments | | | | |
| | Insurance & Registration fees | | | 339,221 | 388,008 |
| | Plant Machinery & Equipment - Other | | | - | - |
| | Rent & Local Taxes-Taxes | | | - | - |
| | Software Updating | | | 709,167 | 1,063,750 |
| | Foreign Travelling-Incidental | | | - | - |
| | Maintenance-Photocopiers, Printers, Air Conditioners & Lift | | | 300,469 | 287,908 |
| | NewsPapers & Periodicals | | | 33,063 | 27,337 |
| | Membership | | | - | 136,273 |
| | | | | 1,381,920 | 1,903,276 |
| 5 | Staff Loans & Advances | | | | |
| | Distress Loans | | | 5,776,811 | 5,313,524 |
| | Festival Advances | | | 5,000 | 2,500 |
| | Special Advances | | | 400 | - |
| | | | | 5,782,211 | 5,316,024 |
| 6 | Debtors and Receivables | | | | |
| | Sundry Income | | | 104,449.49 | 115,623 |
| | Convocation | | | 4,000.00 | - |
| | Rental of Property | | | 57,500.00 | 102,850 |
| | Fixed Deposit Interest | | | 1,309,544.64 | 818,707 |
| | Call Deposit Interest | | | 238,325.88 | 260,003 |
| | Student Welfare | | | 365,597.81 | |
| | P.M.U.S.Mudalige | | | 3,400.00 | 3,400 |
| | P.A.K.Gananath | | | 7,000.00 | 7,000 |
| | Youth Service Council | | | 427,747.00 | 774,447 |
| | Skills Sector Development Programme | | | 41,062,619.98 | 1,436,068 |
| | National Productivity Secretariat | | | - | 5,910 |
| | Univotec Staff | | | 917,641.77 | |
| | University Colleges | | | 850,675.13 | - |
| | | | | 45,348,502 | 3,524,008 |
| 7 | Investments(Refundable deposits to students) | | | | |
| | Peoples Bank-Ratmalana | | | 17,130,000 | 8,020,000 |
| | Bank of Ceylon-Ratmalana | | | 14,978,741 | 14,559,037 |
| | | | | 32,108,741 | 22,579,037 |

| | | | | | |
|--|--|-----------------------------------|-------------------|--|-------------------------------------|
| University of Vocational Technology | | | | | |
| Notes to the Financial Statements | | | | | |
| | | | | | |
| For the Year Ended 31st December | | | | 2017 | 2016 |
| | | | | Rs. | Rs. |
| 9 | Work in Progress | | | | |
| | Buildings | | | 238,470,955 | 206,536,369 |
| | Software Development | | | 378,000 | - |
| | Equipment | | | 21,794,340 | 396,750 |
| | | | | | |
| | | | | 260,643,295 | 206,933,119 |
| | | | | | |
| 10 | Intangible Assets | | | | |
| | | Balance as at 1/1/2017 | Adjustment | Addition | Disposal |
| | | | | | Balance as at 12/31/2017 |
| 10.1 | Rehabilitation & Improvements | Rs. | Rs. | Rs. | Rs. |
| | Computer Software | 3,400,000.00 | | - | 3,400,000 |
| | | | | | - |
| 10.2 | Acquisitions | | | | - |
| | ELT Software | 1,525,000.00 | | - | 1,525,000 |
| | Video Software | 525,000.00 | - | | 525,000 |
| | | | | | - |
| | Total | 5,450,000.00 | - | - | 5,450,000 |
| | | | | | |
| | Amortisation | | | | |
| | | Balance as at 1/1/2017 | Adjustment | Amortisation for the period | Disposal |
| | | | | | Balance as at 12/31/2017 |
| 10.3 | Rehabilitation & Improvements | Rs. | Rs. | Rs. | Rs. |
| | Computer Software | | | 1,133,333 | 1,133,333 |
| | | | | | |
| 10.4 | Acquisitions | | | | |
| | ELT Software | 258,333 | | 508,333 | 766,666 |
| | Video Software | 366,301 | | 158,699 | 525,000 |
| | | | | | |
| | Total Amortisation | 624,634 | - | 1,800,365 | - |
| | | | | | |
| | Total Net Value | 4,825,366 | | | 3,025,001 |

| | | | | |
|--|--|-------------------|-------------------|--|
| University of Vocational Technology | | | | |
| Notes to the Financial Statements | | | | |
| For the Year Ended 31st December | | 2017 | 2016 | |
| | | Rs. | Rs. | |
| 11 | Accounts Payable & Other Liabilities | 64,413,916 | 18,591,272 | |
| | Accrued Expenses | | | |
| | Salaries & Wages | 510,520 | 344,844 | |
| | EPF Contributions | 13,316 | 11,567 | |
| | ETF Contributions | 3,329 | 2,892 | |
| | Cost of Living Allowance | 23,400 | 26,000 | |
| | Interim Allowance | - | 14,079 | |
| | Special Allowance | - | 33,333 | |
| | Overtime | 331,905 | 192,899 | |
| | Holiday Payments | 10,216 | 20,976 | |
| | Other Allowance-Other | 102,500 | - | |
| | Travelling | 5,532 | 2,995 | |
| | Telephone | 128,970 | 114,116 | |
| | Internet Service | 511,424 | 562,722 | |
| | Electricity | 330,171 | 326,629 | |
| | Additional Allowance | - | 1,257 | |
| | Research | 34,145 | - | |
| | Water | 54,439 | 39,032 | |
| | News papers and Periodicals | 21,580 | 20,785 | |
| | Meals to Participants | 12,550 | 4,405 | |
| | Monthly Compensatory Allowance | - | 1,257 | |
| | Vehicle Hire | 1,900 | - | |
| | Security Services | 727,553 | - | |
| | Miscellaneous | 161,700 | - | |
| | Adjustment Allowance | 19,362 | - | |
| | Exhibition | 5,335 | - | |
| | Convocation/Award Ceremonies | 114,250 | - | |
| | Work in Progress-DB | 37,693,743 | - | |
| | Curriculum Development-DB | 44,000 | - | |
| | Assessor Training-DB | 116,800 | - | |
| | PostGraduate Qualification-DB | 420,000 | - | |
| | Quality Assurance-DB | 166,660 | - | |
| | Industrial Training Management-DB | 80,050 | - | |
| | Social Marketing-DB | 1,106,892 | 896,325 | |
| | B.Tech ELT | - | 1,750 | |
| | NVQ 5 for TVET Trainers-DB | 673,700 | 539,743 | |
| | B.Tech Software Technology | - | 91,313 | |
| | B.Tech Software Technology-Part Time | 39,440 | - | |
| | B.Tech Software Technology-Full Time | 64,160 | - | |
| | B.Tech Network Technology | - | 152,814 | |
| | B.Tech Network Technology-Part Time | 108,440 | - | |
| | B.Tech Network Technology-Full Time | 12,480 | - | |
| | B.Tech Building Service Technology | - | 47,711 | |
| | B.Tech Building Service Technology-Part Time | 156,780 | - | |
| | B.Tech Building Service Technology-Full Time | 18,920 | - | |
| | B.Tech Mechatronics Technology | - | 51,486 | |
| | B.Tech Mechatronics Technology-Full Time | 33,575 | - | |
| | B.Tech Mechatronics Technology-Part Time | 118,545 | - | |
| | B.Tech Multimedia Technology | - | 103,262 | |
| | B.Tech Multimedia Technology-Part Time | 74,660 | - | |
| | B.Tech Multimedia Technology-Full Time | 108,880 | - | |
| | B.Tech Film & Tele.Studies | - | 478,276 | |
| | B.Tech Film & Tele.Studies-Part Time | 424,875 | - | |
| | B.Tech Industrial Management | - | 8,166 | |
| | B.Tech Industrial Management-Part Time | 87,130 | - | |
| | B.Tech Industrial Management-Full Time | 1,200 | - | |
| | B.Tech Construction Technology & Resource Management | - | 33,050 | |
| | B.Tech Construction Technology & Resource Management-Part Time | 45,735 | - | |
| | B.Tech English Language Teaching | - | 58,120 | |
| | B.Tech English Language Teaching-Full Time | 700 | - | |
| | B.Tech English Language Teaching-Part Time | 12,820 | - | |
| | B.Tech Quantity Surveying | - | 4,125 | |
| | B.Tech Quantity Surveying-Part Time | 111,310 | - | |
| | B.Ed Technology | - | 3,910 | |
| | B.Ed Technology-Full Time | 700 | - | |
| | B.Tech Manufacturing Technology | - | 20,261 | |
| | B.Tech Manufacturing Technology-Part Time | 138,995 | - | |
| | B.Tech Manufacturing Technology-Full Time | 4,700 | - | |
| | B.Tech Food Technology | - | 5,775 | |
| | B.Tech Food Technology-Part Time | 92,190 | - | |
| | B.Tech Food Technology-Full Time | 1,800 | - | |
| | Furniture & Fittings | 193,545 | - | |
| | Teaching Equipment | 1,900,720 | - | |
| | Consultant Payment-DB | 760,775 | - | |
| | Stock in Hand | 60,435 | 97,125 | |
| | Application Processing Fees | 71,025 | - | |
| | | 48,070,477 | 4,313,000 | |
| | Salary | - | 38,601 | |
| | Payee Tax | 155,347 | 82,658 | |
| | Retention | 14,664,286 | 13,342,464 | |
| | Provision for Audit Fees | 500,000 | 500,000 | |
| | Student's Welfare | 1,023,806 | 314,548 | |

| | | | | |
|--|---|--------------------|---------------------|---------------------|
| University of Vocational Technology | | | | |
| Notes to the Financial Statements | | | | |
| | | | | |
| For the Year Ended 31st December | | | 2017 | 2016 |
| | | | Rs. | Rs. |
| 12 | Short Term Deposits Refundable | | | |
| | Tender Deposits | | 979,975 | 1,092,225 |
| | Library Deposits | | | 340,353 |
| | Laboratory Deposits | | | 110,000 |
| | Hostel Deposits | | 622,000 | 733,000 |
| | | | 1,601,975 | 2,275,578 |
| 13 | Provision for Gratuity | | | |
| | Balance as at.01.01.2017 | | 29,043,106 | 26,313,716 |
| | Provision for year 2017 | | 6,040,782 | 2,910,609 |
| | Gratuity payment | | | (114,925) |
| | Adjustment | | | (66,294) |
| | Balance as at.31.12.2017 | | 35,083,888 | 29,043,106 |
| 14 | Long Term Deposits Refundable | | | |
| | Library Deposits | | 13,534,078 | 10,120,000 |
| | Laboratory Deposits | | 13,505,000 | 10,110,000 |
| | | | 27,039,078 | 20,230,000 |
| 15 | Capital Grants | | | |
| | Capital Grant -Technical Education Development Project | | | |
| | | Value | Adjustment | Amortisation |
| | Acquisition of Fixed Assets | | | Balance |
| | Building | 13,365,794 | | 5,297,434 |
| | Fountain | 11,190,627 | | 4,476,251 |
| | Computers | 15,449,850 | 291,000 | 14,112,053 |
| | Office Equipment | 44,958,211 | | 35,074,288 |
| | Teaching Equipment | 174,760,907 | | 129,872,828 |
| | Furniture & Fittings | 31,558,455 | | 24,481,089 |
| | Library Books | 10,276,876 | | 6,539,830 |
| | Total | 301,560,720 | 291,000 | 219,853,773 |
| | Capital Grant -Treasury | | | |
| | | Value | Amortisation | Balance |
| | Acquisition of Fixed Assets | | | |
| | Motor Vehicles | 25,150,000 | 14,715,000 | 10,435,000 |
| | Total | 25,150,000 | 14,715,000 | 10,435,000 |
| | Capital Grant -GOPA | | | |
| | | Value | Amortisation | Balance |
| | Acquisition of Fixed Assets | | | |
| | Furniture & Fittings | 18,600 | 13,020 | 5,580 |
| | Total | 18,600 | 13,020 | 5,580 |
| | Capital Grant -Ministry of YASD | | | |
| | | Value | Amortisation | Balance |
| | Acquisition of Fixed Assets | | | |
| | Land & Land Improvements | 2,361,079 | | 2,361,079 |
| | Building | 234,528,687 | 81,470,066 | 153,058,621 |
| | Vehicles | 758,245 | 279,078 | 479,167 |
| | Teaching Equipment | 6,018,283 | 4,634,400 | 1,383,883 |
| | Computers | 79,850 | 66,554 | 13,296 |
| | Office Equipment | 67,300 | - | 67,300 |
| | Total | 243,813,444 | 86,450,098 | 157,363,346 |
| | Capital Grant -DTET | | | |
| | | Value | Amortisation | Balance |
| | Acquisition of Fixed Assets | | | |
| | Land | 595,500,000 | | 595,500,000 |
| | Building | 161,003,908 | 54,296,400 | 106,707,508 |
| | Office Equipment | 80,401 | 80,401 | - |
| | Plant & Machinery | 44,792 | 44,792 | - |
| | Furniture & Fittings | 2,890,404 | 2,626,174 | 264,230 |
| | Teaching Equipment | 13,789,614 | 10,509,540 | 3,280,074 |
| | Computer | 170,432 | 165,286 | 5,146 |
| | Other Assrts | 5,806 | 5,806 | - |
| | Total | 773,485,357 | 67,728,399 | 705,756,958 |

| | | | | | |
|---|--------------------|---------------------|----------------------|----------------------|--|
| University of Vocational Technology | | | | | |
| Notes to the Financial Statements | | | | | |
| For the Year Ended 31st December | | | | | |
| Capital Grant -NORAD | | | | | |
| Acquisition of Fixed Assets | | | | | |
| Office Equipment | 306,823 | 306,823 | - | | |
| Computer | 4,479 | 4,479 | - | | |
| Furniture & Fittings | 1,086 | 1,086 | - | | |
| Other Assets | 317,986 | 317,986 | - | | |
| Total | 630,374 | 630,374 | - | | |
| Capital Grant -SDP | | | | | |
| | Value | Adjustment | Amortisation | Balance | |
| Acquisition of Fixed Assets | | | | | |
| Office Equipment | 1,033,344 | | 860,667 | 172,677 | |
| Computer | 1,406,234 | 722,518 | 652,544 | 31,172 | |
| Furniture & Fittings | 865,492 | | 799,233 | 66,259 | |
| Teaching Equipment | 15,796,981 | | 11,997,520 | 3,799,461 | |
| Other Assets | 276,160 | 29,290 | 246,870 | - | |
| Total | 19,378,211 | 751,808 | 14,556,834 | 4,069,569 | |
| Capital Grant -WUSE | | | | | |
| | Value | Amortisation | Balance | | |
| Acquisition of Fixed Assets | | | | | |
| Computers | 1,263,750 | 1,053,125 | 210,625 | | |
| Total | 1,263,750 | 1,053,125 | 210,625 | | |
| Capital Grant -Ministry of Finance | | | | | |
| | Value | Amortisation | Balance | | |
| Acquisition of Fixed Assets | | | | | |
| Computer | 11,000 | 4,124 | 6,876 | | |
| Total | 11,000 | 4,124 | 6,876 | | |
| Capital Grant -SDD | | | | | |
| | Value | Amortisation | Balance | | |
| Acquisition of Fixed Assets | | | | | |
| Building | 96,522,111 | 1,054,766 | 95,467,345 | | |
| Plant & Machinery | 26,894,040 | 825,969 | 26,068,071 | | |
| Office Equipment | 1,322,720 | 396,816 | 925,904 | | |
| Furniture & Fittings | 537,342 | 161,203 | 376,140 | | |
| Teaching Equipment | 2,425,999 | 734,134 | 1,691,865 | | |
| Other Assrts | 2,002,336 | 1,559,572 | 442,764 | | |
| Total | 129,704,549 | 4,732,460 | 124,972,089 | | |
| Capital Grant -GIZ | | | | | |
| | Value | Amortisation | Balance | | |
| Acquisition of Fixed Assets | | | | | |
| Office Equipment | 66,000 | 2,984 | 63,016 | | |
| Total | 66,000 | 2,984 | 63,016 | | |
| Deferred Income | | | | | |
| Balance as at 01.01.2017 | | | 462,523,679 | 373,231,854 | |
| Capital Contribution for the year-Treasury | | | 85,984,891 | 115,786,158 | |
| Amortization/Adj.of Depreciation for the year | | | (41,933,916) | (26,494,333) | |
| Balance as at 31.12.2017 | | | 506,574,654 | 462,523,679 | |
| Grand Total of Capital Grants | | | 1,590,873,662 | 1,546,616,800 | |
| 16 Accumulated Fund | | | | | |
| Balance as at 01.01.2017 | | | (7,100,357) | (11,490,975) | |
| Adjustment of Previous year | | | - | - | |
| Amortization/Adj.of Depreciation for the year | | | (1,439,212) | 4,175,909 | |
| Surplus/(Deficit) Transferred from F/P | | | (3,825,746) | 214,709 | |
| Balance as at 31.12.2017 | | | (12,365,315) | (7,100,357) | |
| 17 Other Funds | | | | | |
| Library Development Fund | | | 92,700 | 88,400 | |
| University Development Fund | | | 170,485 | 170,485 | |
| Staff Development Fund | | | 3,812 | 3,812 | |
| University Fund - Consultancy Services | | | 316,315 | 316,315 | |
| | | | 583,312 | 579,012 | |
| 18 Skills Sector Development Grant | | | | | |
| Recurrent Contributions | | | 47,284,707 | 47,970,476 | |
| | | | 47,284,707 | 47,970,476 | |

| | | | |
|--|--|------------------|------------------|
| University of Vocational Technology | | | |
| Notes to the Financial Statements | | | |
| For the Year Ended 31st December | | 2017 | 2016 |
| | | Rs. | Rs. |
| 19 | Revenue From Academic Activities | | |
| | Course fees | | |
| | National Diploma in Video Production Technology | - | 2,500 |
| | National Diploma in Technical Vocational Education | - | 5,600 |
| | National Diploma in Technical Teacher Education | 35,500 | 108,100 |
| | National Diploma in Television Prog. Production Technology | - | 9,200 |
| | National Diploma in Television Post. Production Technology | - | 8,800 |
| | National Diploma in Quantity surveying | 55,600 | 92,000 |
| | | 91,100 | 226,200 |
| | Consultancy Income | | |
| | Consultancy Training | 4,763,526 | 364,688 |
| | Consultancy Curriculum | - | 4,000 |
| | Consultancy Services | 133,143 | 1,011,857 |
| | Consultancy Other | 1,000,000 | 80,000 |
| | | 5,896,669 | 1,460,545 |
| | Total Revenue From Academic Activities | 5,987,769 | 1,686,745 |
| | Direct Expenditure on Academic Activities | | |
| 20 | Course fees (Expenditure) | | |
| | National Diploma in Technical Vocational Education | - | 2,200 |
| | National Diploma in Technical Teacher Education | - | 1,575 |
| | National Diploma in Quantity surveying | 74,050 | 754,825 |
| | National Diploma in Television Post Produc. Technology | - | 29,725 |
| | National Diploma in Television Prog. Produc. Technology | - | 33,750 |
| | | 74,050 | 822,075 |
| | Consultancy Payments | | |
| | Training | 2,300,319 | 120,320 |
| | Curriculum | - | 27,600 |
| | Services | 65 | 210,500 |
| | Others | 593,275 | 10,500 |
| | | 2,893,659 | 368,920 |
| | Total Direct Expenditure on Academic Activities | 2,967,709 | 1,190,995 |

| | | | | |
|--|--|-------------------|-------------------|--|
| University of Vocational Technology | | | | |
| Notes to the Financial Statements | | | | |
| | | | | |
| For the Year Ended 31st December | | 2017 | 2016 | |
| | | Rs. | Rs. | |
| 21 | Revenue From Degree Programme | 16,086,000 | 14,947,420 | |
| | B.ed Tech Degree Programme | 503,600 | 347,720 | |
| | B. Tech Degree Programme | | | |
| | Software Technology | - | 1,458,200 | |
| | Software Technology-Part Time | 1,174,900 | | |
| | Software Technology-Full Time | 411,900 | | |
| | Network Technology | - | 1,501,600 | |
| | Network Technology-Full Time | 289,800 | | |
| | Network Technology-Part Time | 877,000 | | |
| | Building Services Technology | - | 1,192,800 | |
| | Building Services Technology-Full Time | 167,000 | | |
| | Building Services Technology-Part Time | 890,800 | | |
| | Manufacturing Technology | - | 591,600 | |
| | Manufacturing Technology-Full Time | 121,200 | | |
| | Manufacturing Technology-Part Time | 281,600 | | |
| | Multimedia Technology | - | 1,668,400 | |
| | Multimedia Technology-Full Time | 566,700 | | |
| | Multimedia Technology-Part Time | 965,900 | | |
| | Mechatronics Technology | - | 900,100 | |
| | Mechatronics Technology-Full Time | 131,300 | | |
| | Mechatronics Technology-Part Time | 648,800 | | |
| | Food Technology | - | 1,343,400 | |
| | Food Technology-Full Time | 50,000 | | |
| | Food Technology-Part Time | 1,405,700 | | |
| | Screen Play Film & Television Studies | - | 922,500 | |
| | Screen Play Film & Television Studies-Part Time | 719,700 | | |
| | Industrial Management | - | 542,800 | |
| | Industrial Management-Full Time | 84,000 | | |
| | Industrial Management-Part Time | 252,000 | | |
| | Construction Technology & Resources Management | - | 1,098,800 | |
| | Construction Technology & Resources Management-Full Time | 62,000 | | |
| | Construction Technology & Resources Management-Part Time | 1,337,100 | | |
| | Quantity Surveying-Full Time | - | 1,197,800 | |
| | Quantity Surveying-Part Time | 1,801,300 | | |
| | English Language Teaching-Part Time | 1,465,700 | | |
| | English Language Teaching | - | 1,362,200 | |
| | Application Processing Fees | 1,878,000 | 819,500 | |
| | | 15,582,400 | 14,599,700 | |
| 22 | Other Income | | | |
| | Loan Interest | 233,961 | 226,594 | |
| | Sundries | 2,075,961 | 1,038,337 | |
| | Fixed Deposit Interest | 1,816,831 | 1,102,012 | |
| | Call Deposit Interest | 685,268 | 221,948 | |
| | Proceeds from Sale of Condemned Assets | 3,175 | - | |
| | Rental of Property | | | |
| | Use of Premises | 20,000 | 302,881 | |
| | Lecture rooms | 154,500 | 311,203 | |
| | Auditorium | 15,625 | 64,063 | |
| | Quarters | 1,129,745 | 879,521 | |
| | Hostel | 1,265,633 | 2,485,577 | |
| | | 7,400,699 | 6,632,136 | |

| | | | | | | | | | | | | |
|--|------------|------------|------------------|--------------|------------------|------------|-------------|------------|-----------|-----------|-----------|-------------|
| University of Vocational Technology | | | | | | | | | | | | |
| Notes to the Financial Statements | | | | | | | | | | | | |
| For the Year Ended 31st December | | | | | | | | | | | | |
| 23 Amotisation of Deferred income | | | | | | | | | | | | |
| Acquisition Of Fixed Assets | Treasury | TEDP-Grant | Treasury - Grant | GOPA - Grant | Ministry - Grant | DTET-Grant | NORAD-Grant | WUSC-Grant | SDP-Grant | SDD-Grant | GIZ-Grant | Total |
| Building | 5,078,359 | 668,290 | | | 11,546,973 | 9,049,400 | | | | | | 26,343,022 |
| Fountain | | 559,531 | | | | | | | | | | 559,531 |
| Motor Vehicles | | | 2,274,167 | | | | | | | | | 2,274,167 |
| Computers | 11,371,504 | 1,209,311 | | | 13,311 | 35,080 | 248 | 210,625 | 90,201 | | - | 12,930,280 |
| Office Equipment | 499,439 | 4,417,226 | | | | 17,763 | 67,786 | | 179,114 | 132,272 | 2,984 | 5,316,584 |
| Teaching Equipment | 6,510,332 | 17,472,626 | | | 772,400 | 1,715,190 | | | 1,959,420 | 242,600 | - | 28,672,567 |
| Furniture & Fittings | 2,825,637 | 3,153,840 | | 1,860 | | 312,486 | 148 | | 96,484 | 53,734 | - | 6,444,189 |
| Other Assets | 2,573,176 | | | | | | | | | 221,382 | - | 2,794,558 |
| Plant & Machinery | 6,471,460 | | | | | | | | | 549,645 | - | 7,021,105 |
| Library Books | 2,302,075 | 934,261 | | | | | | | | | | 3,236,336 |
| Intangible Assets | 667,032 | | | | | | | | | | | 667,033 |
| Rehabilitation & Improvement | | | | | | | | | | | | - |
| Building | 4,137,086 | | | | | | | | | 349,607 | | 4,486,693 |
| Main Building | 880,058 | | | | | | | | | | | 880,058 |
| Motor Vehicles | 142,483 | | | | | | | | | | | 142,483 |
| Office Equipment | 318,684 | | | | | | | | | | | 318,684 |
| Teaching Equipments | | | | | | | | | | | | - |
| Computers | | | | | | | | | | | | - |
| Other Assets | 88,153 | | | | | | | | | | | 88,153 |
| Plant & Machinery | 15,705 | | | | | | | | | | | 15,705 |
| Library Books | 22,500 | | | | | | | | | | | 22,500 |
| Boundry Walls | 43,724 | | | | | | | | | | | 43,724 |
| Intangible Assets | 1,133,333 | | | | | | | | | | | 1,133,334 |
| Total | 45,080,740 | 28,415,085 | 2,274,167 | 1,860 | 12,332,684 | 11,129,919 | 68,182 | 210,625 | 2,325,219 | 1,549,240 | 2,984 | 103,390,706 |
| Annual depreciation of assets funded by University | | | | | | | | | | | | 1,651,112 |
| | | | | | | | | | | | | 105,041,818 |

University of Vocational Technology – Draft Annual Report 2017

| University of Vocational Technology | | | | | |
|--|---------------------------------------|----------------|--|--------------------|--------------------|
| Notes to the Financial Statements | | | | | |
| For the Year Ended 31st December | | | | 2017 | 2016 |
| | | | | Rs. | Rs. |
| 24 | Employee Costs | | | | |
| | Salaries and Wages | | | 55,659,837 | 46,310,045 |
| | Cost of Living allowance | | | 15,530,664 | 14,706,770 |
| | Interim Allowance | | | 7,398,380 | 8,755,177 |
| | E.P.F. Contributions | | | 12,971,010 | 8,603,686 |
| | E.T.F. Contributions | | | 3,242,752 | 2,150,921 |
| | VC's Entertainment Allowance | | | 31,478 | |
| | Entertainment Allowances | | | 294,694 | 118,823 |
| | Gratuity Payment | | | - | 189,029 |
| | Other Allowances | | | 1,852,500 | 1,030,250 |
| | Overtime | | | 4,478,786 | 2,304,108 |
| | Holiday Payment | | | 103,866 | 131,786 |
| | Allowances - Governing Council | | | 432,000 | 642,000 |
| | Allowances - Transport | | | 143,000 | 154,500 |
| | Allowances - Staff Transport | | | 1,844,500 | 915,000 |
| | Allowances - Other Meeting | | | 198,500 | 220,000 |
| | Academic Allowance | | | 19,120,207 | 12,931,074 |
| | Research Allowance | | | 5,211,743 | 3,944,077 |
| | Special Allowance | | | 15,567,184 | 18,854,833 |
| | Additional Allowance | | | 9,163,264 | 4,110,464 |
| | Monthly Compensatory Allowance | | | 10,538,467 | 2,714,867 |
| | Adjustment Allowance | | | 2,712,668 | |
| | | | | 166,495,500 | 128,787,410 |
| 25 | Travelling Expenses | | | | |
| | Domestic | | | | |
| | Travelling Expenses | | | 78,419 | 62,393 |
| | subsistence allowance | | | - | - |
| | Foreign | | | | |
| | Airfare | | | - | - |
| | subsistence allowance | | | 305,983 | - |
| | Incidental | | | 81,035 | 45,565 |
| | Warm Cloth Allowance | | | 15,155 | - |
| | Others | | | - | 5,000 |
| | | | | 480,592 | 112,958 |
| 26 | Supply and requisites | | | | |
| | Stationery | Administration | | 2,875,755 | 1,964,575 |
| | Office Requisites | | | - | - |
| | Office Machines Consumables | | | 1,465,507 | 1,693,249 |
| | Fuel Allocation(Vice Chancellor) | | | 273,237 | 238,060 |
| | Fuel Allocation(Director General) | | | 201,240 | 222,246 |
| | Fuel Allocation(Dean Faculty of TT) | | | 168,480 | 168,480 |
| | Fuel Allocation(Dean Faculty of FIVT) | | | 168,480 | 140,400 |
| | Fuel Allocation (Pool Vehicles) | | | 825,611 | 977,020 |
| | Fuel Allocation (Generator) | | | 284,315 | 347,390 |
| | Fuel Allocation (Director Media) | | | 98,046 | 112,320 |
| | Fuel Allocation (Director Finance) | | | 168,480 | 140,400 |
| | Fuel Allocation (Director AAQ) | | | 153,036 | 147,420 |
| | Printing Administration | | | - | 17,895 |
| | Printing Academic | | | - | 4,856 |
| | VC/DG/BOG Entertainment | | | 7,074 | 79,404 |
| | Uniforms | | | 96,000 | 92,000 |
| | Medical Supplies | | | 36,648 | 19,816 |
| | Miscellaneous Consumable | | | 348,094 | 272,584 |
| | | | | 7,170,003 | 6,638,114 |

| University of Vocational Technology | | | | | |
|-------------------------------------|---|--|--|-------------------|-------------------|
| Notes to the Financial Statements | | | | | |
| For the Year Ended 31st December | | | | 2017 | 2016 |
| | | | | Rs. | Rs. |
| 27 | Repairs and maintenance of assets | | | | |
| | Vehicles | | | | |
| | WPKH 6725 (Servicing , Tires,Batteries & Minor repairs) | | | 230,409 | 485,265 |
| | 301-1501 (Servicing , Tires,Batteries & Minor repairs) | | | 158,920 | 29,053 |
| | 19-6866 (Servicing , Tires,Batteries & Minor repairs) | | | 500 | 9,643 |
| | 62-3743 (Servicing , Tires,Batteries & Minor repairs) | | | 247,662 | 86,295 |
| | 62-4816 (Servicing , Tires,Batteries & Minor repairs) | | | 252,896 | 141,847 |
| | NA-2503 (Servicing , Tires,Batteries & Minor repairs) | | | 178,773 | 142,348 |
| | Ko-4860 (Servicing , Tires,Batteries & Minor repairs) | | | 183,725 | 522,437 |
| | KR1801 (Servicing , Tires,Batteries & Minor repairs) | | | 51,961 | 68,584 |
| | KR-7781 (Servicing , Tires,Batteries & Minor repairs) | | | 70,676 | 120,391 |
| | NB-3149 (Servicing , Tires,Batteries & Minor repairs) | | | 425,521 | 325,191 |
| | | | | | |
| | Plant ,Machinery and Equipment | | | | |
| | Computers & Accessories | | | 1,809,875 | 113,681 |
| | Photocopiers,Air Conditioners & Lift | | | 1,731,629 | 1,683,779 |
| | Teaching Equipment | | | 42,453 | 35,247 |
| | Generator | | | 180,818 | 119,951 |
| | Office Equipment | | | 19,472 | 148,431 |
| | Others | | | 1,030,411 | 1,015,995 |
| | Building and Structures | | | | |
| | Building Structure | | | - | 3,433 |
| | Faculty of Training Technology | | | - | 391,290 |
| | Hostel | | | - | 58,045 |
| | Staff Quarters | | | - | 14,222 |
| | Library | | | - | 39,000 |
| | Others | | | 570,727 | 457,860 |
| | | | | 7,186,428 | 6,011,988 |
| 28 | Services | | | | |
| | Transport | | | | |
| | Vehicle Hire | | | 231,275 | 82,054 |
| | Postage | | | 185,630 | 296,664 |
| | Telephones | | | 1,705,614 | 1,434,171 |
| | Internet Service | | | 6,568,677 | 5,777,256 |
| | Legal Charges | | | 167,648 | 160,729 |
| | Stamps For Receipts | | | 100 | - |
| | Postal & Commu.-Others | | | 7,731 | - |
| | Electricity | | | 11,998,322 | 11,341,460 |
| | Water | | | 1,634,470 | 1,602,203 |
| | Rents | | | 300 | - |
| | Taxes | | | 122,358 | 114,586 |
| | Insurance & Registration Fees | | | 571,677 | 501,916 |
| | Curriculum Development | | | 318,089 | 14,800 |
| | Visiting Lecture fees | | | 18,642,743 | 17,266,578 |
| | Scholarships for Students | | | 16,180 | - |
| | Cooperate Social Responsibility | | | 438,915 | 511,956 |
| | Learning Material | | | 906,879 | 938,791 |
| | Award Ceremonies/Convocation | | | 3,728,973 | 894,831 |
| | Publicity (advertising) | | | 2,570,811 | 2,585,545 |
| | Staff Development | | | 3,355,109 | 2,263,842 |
| | Publications | | | 171,356 | 126,880 |
| | NewsPapers & Periodicals | | | 279,142 | 264,541 |
| | Functions & Donations | | | 66,520 | 192,090 |
| | Janitorial Service | | | 7,546,549 | 6,226,365 |
| | Security Service | | | 7,755,018 | 4,251,830 |
| | Meals to Participants | | | 943,320 | 706,237 |
| | Exhibitions | | | 670,855 | 230,174 |
| | Research | | | 497,080 | 428,908 |
| | Translation | | | 148,480 | 62,528 |
| | Membership | | | 294,778 | 280,424 |
| | Software Updating | | | 354,583 | 201,984 |
| | Financial Charges | | | - | - |
| | Industrial Training | | | 50,820 | 8,000 |
| | Social Marketing | | | 88,000 | 469,200 |
| | Miscellaneous | | | 706,386 | 161,091 |
| | | | | 72,744,388 | 59,397,634 |

| University of Vocational Technology | | | | | |
|-------------------------------------|---|--|--|--------------------|-------------------|
| Notes to the Financial Statements | | | | | |
| For the Year Ended 31st December | | | | 2017 | 2016 |
| | | | | Rs. | Rs. |
| 29 | Depreciation & Amortisation | | | | |
| | Depreciation - Acqui.of Fixed Assets | | | | |
| | Buildings | | | 26,781,736 | 26,345,502 |
| | Fountain | | | 559,531 | 559,531 |
| | Motor Vehicles | | | 2,890,833 | 3,299,167 |
| | Computers | | | 13,133,415 | 7,313,591 |
| | Furniture and Fittings | | | 6,511,225 | 5,430,409 |
| | Office Equipment | | | 5,403,819 | 5,322,527 |
| | Teaching Equipment | | | 28,780,622 | 27,102,685 |
| | Books | | | 3,237,081 | 1,754,834 |
| | Plant & Machinery | | | 7,098,010 | 4,318,663 |
| | Other Assets | | | 2,845,441 | 2,373,923 |
| | | | | 97,241,713 | 83,820,832 |
| | Depreciation -Reha.of Fixed Assets | | | | |
| | Buildings | | | 4,488,433 | 3,799,345 |
| | Main Building | | | 880,058 | 880,058 |
| | Computers | | | - | 2,875 |
| | Motor Vehicles | | | 142,483 | 142,483 |
| | Furniture & Office Equipments | | | 318,684 | 202,259 |
| | Plant & Machinery | | | 15,705 | 15,705 |
| | Other Assets | | | 88,153 | 88,153 |
| | Boundry Walls | | | 43,724 | 43,724 |
| | Books | | | 22,500 | 22,500 |
| | | | | 5,999,740 | 5,197,102 |
| | Total Depreciation for the period | | | 103,241,453 | 89,017,934 |
| | Amortisation | | | | |
| | Amortisation - Acqui.of Fixed Assets | | | | |
| | Intangible Assets | | | 667,032 | 433,333 |
| | Amortisation - Reha.of Fixed Assets | | | | |
| | Intangible Assets | | | 1,133,333 | |
| | Total Amortisation for the period | | | 1,800,365 | |
| | Total Depreciation & Amortisation for the period | | | 105,041,818 | 89,451,267 |
| 30 | Operating Expenses -SSD | | | | |
| | Short Courses for Academics | | | 502,217 | 687,874 |
| | Assessor Training | | | 1,038,546 | 1,124,446 |
| | HR Development - TVET Sector | | | - | - |
| | Skill Upgrading Training | | | - | - |
| | Foreign Training | | | 20,066,771 | 23,579,510 |
| | NVQ 5 for TVET Trainers | | | 3,737,659 | 5,017,933 |
| | Curriculum Development | | | 1,491,350 | 1,365,755 |
| | Establish Mechanisms to monitor academic ppp-UC-DB | | | - | 22,710 |
| | Quality Assurance Unit | | | 902,007 | 739,287 |
| | Develop Curricula Industry | | | 47,895 | 332,563 |
| | Industrial Training Management | | | 701,022 | 462,264 |
| | Social Marketing | | | 3,300,239 | 3,755,485 |
| | Postgraduates | | | 9,293,264 | 10,690,649 |
| | Obtain Recognition-IESL | | | 3,278,430 | 192,000 |
| | Consultancy Payments -UC | | | 2,580,150 | |
| | Cell Member Fees | | | 345,157 | |
| | | | | | |
| | Total Operating Expenses | | | 47,284,707 | 47,970,476 |
| | | | | - | - |

11.Audit Report



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தேசிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No. }

VTY/B/UVT/FA/2017/06

ඔබේ අංකය
உமது இல.
Your No. }

දිනය
திகதி
Date }

17 October 2018

Vice Chancellor
University of Vocational Technology

Report of the Auditor General on the Financial Statements of University of Vocational Technology for the year ended 31 December 2017 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 2017 comprising the statement of financial position as at 31 December 2017 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 appear in this report.

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.

අංක 306/72, පොල්දූව පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව.



+94 11 2 88 70 28 - 34

இல. 306/72, பால்துவ வீதி, பத்தரமுல்லை, இலங்கை.



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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

2.1 Opinion

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 2017 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

2.2.1 Accounts Receivable

University had failed to recover festival and special advance loan balances totalling Rs.10,650 even in the year under review which are receivable over a period of 5 years from two officers who left the university service.

2.3 Non-compliances with Laws, Rules, Regulations, and Management Decisions

In terms of Financial Regulation 104 of Democratic Socialist Republic of Sri Lanka, as soon as a loss or damage occurs, even though it is required to submit a report on that by instituting inquiries to ascertain its extent and the causes and to determine the respondents for it, actions had not been so taken in 03 circumstances regarding the vehicle accidents happened in the year under review.

3. Financial Review

3.1 Financial Results

According to the financial statements presented, the financial result of the University for the year ended 31 December 2017 had been a deficit of Rs.3,825,746 as compared with the corresponding surplus of Rs.214,709 for the preceding year, thus indicating a decrease of Rs.4,040,455 in the financial result of the year under review as compared with the preceding year. Increase in the cost of employees by Rs.37,708,090 and in the service cost by 13,346,754 had been mainly attributed for this.

In analyzing the financial results of the year under review and 04 preceding years, the surplus of Rs.3,123,062 in the year 2013 had been a deficit of Rs.3,825,746 by the year 2017. However, in readjusting the employees' emoluments and depreciation on non-current assets to the financial result, the contribution of Rs.158,465,726 in the year 2013 had been amounted to Rs.267,711,572 in the year under review.



4. Operating Review

4.1 Performance

4.1.1 Planning

As it had been revised the procurement plan prepared indicating the procurements and constructions which should be made by the University during the year under review and approved at the beginning of the year, it was observed that the University the had not prepared the procurement plan properly without identifying the own requirement and also it had not been used as a financial control.

4.1.2. Operation and Review

- (a) Following observations are made in relation to the achieving the objectives.
 - (i) Out of 13 Degree Courses and 11 Diploma Courses currently conducts by the University, only 03 Degree Courses and 02 Diploma Courses had been accredited.
 - (ii) A Council for the Admission, Accreditation, and Quality Assurance had been established in terms of Section 21 (1) of the University of Vocational Technology Act, No. 31 of 2008 and as per the decision dated 18 May 2010 of that Council, it had been decided to obtain accreditations for the Engineering Degree Courses conducts by the University from the Institute of Engineers Sri Lanka and for the other courses from the Universities of Moratuwa, Peradeniya and Colombo and in addition to that, to obtain accreditation from the reputed foreign Universities. Even though it had been already lapsed 08 years from the initiation of the University, degree courses had not been accredited to the expected level.
- (b) In relation to 09 Degree Courses conducts by the University, the pass percentage at the first attempt of the students who registered from the year 2010 to year 2014 had been at a minimum level and the pass percentage had been in a range of 19 per cent to 57 per cent.

- (c) Even though Diploma Courses had been conducted from the initiation of the University, students had been registered only for one diploma course in the year 2017. Nevertheless, the decisions taken in relation to not conducting of such courses had not been presented to the audit. Even the students' passing of the diploma courses conducted had been at a minimum level and also it was observed that there are long delays in completing those courses.

(d) Implementation of the Skills Sector Development Programme (SSDP)

Under the Skills Sector Development Programme being implemented for the betterment of the field of vocational training, a sum of Rs.290.7 million had been allocated to execute 22 sub activities under 10 main activities according to the Action Plan provided to the University for the year 2017 and the University had spent Rs.140.55 million for the execution of 18 activities thereof. The following observations are made during the course of audit conducted in this regard.

- (i) Even though the cadre vacancies exists during the year in the University of Vocational Technology and the University Colleges should be filled as per the action plan, there had been 04 vacancies each in the senior and secondary level of the cadre approved as at 31 December 2017 and it was observed that there had been 35 lecturers, 21 Demonstrators and 01 Consultant as the academic staff vacancies as well as 28 non-academic vacancies for the 06 University Colleges.
- (ii) Even though a sum of Rs.07 million had been provisioned for establishing Public and Private Partnership University Colleges under the project, the relevant activity had not been performed by utilizing those funds.
- (iii) A sum of Rs.120 million had been provisioned for providing facilities to disable people in the 06 University Colleges and for establishing a Video Conference System and even though Rs.74.02 million had been expensed thereof, the relevant activity had not been performed.



- (iv) Even though a sum of Rs.01 million had been provisioned for conducting degrees relating to the identified priority fields and for obtaining guidance from reputed Universities for developing curricular, introducing 2 new degrees relating to the priority fields identified by the University, such degree courses had not been implemented until the audited date of 21 May 2017. However, the curricular had been prepared only for one degree course in the year 2016 and a lecturer also had been recruited for one degree programme since year 2016. Out of the provisioned amount during the year, a sum of Rs.0.05 million had been expensed and it was not clarified to the audit that it was for which activity.

4.2 Management Activities

The following observations are made.

- (a) Even though a lecturer who owned a foreign degree had been recruited for the Degree in Hospitality since 15 June 2016, that degree course had not been commenced until the audited date of 21 May 2018. Even though Rs.2,464,214 had been paid as salary and allowances for the above officer from the recruited date, the purposive activity had not been fulfilled.
- (b) An officer who served as an Assistant Bursar in the University had vacated the service on 05 April 2012 and following observations are made on totaling Rs.763,176 receivable from him.
- (i) Even though it had been recommended by the preliminary investigation report dated 22 June 2012, to take legal actions to recover the surcharge of Rs.589,164 from the Accountant and the former Director General which had to be paid by the institution due to the delay made on the half yearly reports to be remitted to the Employees' Trust Fund, actions had not been taken accordingly.

- (ii) Due to not performing legal activities promptly as per the investigation report, it had been informed by the letter of the Attorney General's dated 22 November 2017 that legal cause of action had become prescriptive even by the date of 10 February 2014 on which the University inquired from the Attorney General's Department.
 - (iii) As per section 23 of the Provision for Gratuity Act, if there is any money to be received from any officer to a certain institute, even there are possibilities to retain Gratuity amount in such intuition until it is paid, and even it had been emphasized in the letter of the Attorney General, a sum of Rs.108,250 had been paid as gratuity on 20 March 2013 without recovering the money which are recoverable.
 - (iv) Even though it had been emphasized by the above letter of the Attorney General that since this officer is further employing in the Superior Courts Complex Board of Management, University of Vocational Technology has the capability of recovering such money by taking actions in administrative manner, appropriate actions had not been taken on that regard up to now.
- (c) Approval of the Management Services Department which is required to enforce the Establishment Code prepared for the University by spending Rs.800,000 in the year 2015 had not been obtained even by the end of the year under review.
- (d) Even though a teaching assistant of the University had requested to resign due to an injustice occurred in absorbing to the University, it had been informed that resignation cannot be accepted until Rs.4,684,315 bond related to the funds granted to follow a Postgraduate Degree is paid. However, even though he had reported back to the service as it was unable to pay the bond, relevant officer had file a case in the Labour Tribunal due to not allowing for that and as per the order dated 25 August 2017, it had been ordered to re-engage and



to pay salary in arrears for 02 years. Accordingly, due to a weakness in the management, University had to spend Rs.596,040 as salary in arrears and Rs.542,500 as legal expenses.

(e) **Recruitment of Chief Executive Officers for University Colleges**

- (i) Officers who came from national universities after the leave on sabbatical base had been recruited as Chief Executive Officers for Batangala and Matara university colleges and appointments had been given in 02 circumstances as it exceeds the time period released by the universities they are permanently serving.
- (ii) Even though the officer who held the Post of Registrar of the University of the Visual and performing Arts had been recruited as the Chief Executive Officer of the University College of Batangala on sabbatical leave base since 01 September 2016, he had been released from that university on 12 October 2016. Accordingly, it was observed that appointments had been given before an officer release from the place of permanently serving.
- (iii) According to the paragraph 6.2 (a) of the University of Vocational Technology Ordinance No.01 of 2014 for the University Colleges, unless vacated or dismissed before the due period, the director should hold the own position until the period of whichever is first completed out of the two of 03 years from the own date of appointment or own age of 60 years. However, the officer who recruited as the Chief Executive Officer for the University College of Batangala on 01 September 2016 had been resigned from the service before completing the appointment period of the College on 01 February 2018 that is at the end of sabbatical leave. Accordingly, it was questionable to the audit how administration activities are maintained efficiently since it had been unable to get a continuous service to the Colleges.



(e) **Appointment of Administrative and Audit Consultants for the operations of the Universities**

The following observations are made.

- (i) Without the approval of the Management Services Department, 04 Administrative Consultants at Rs.75,000 monthly for 04 University Colleges and an Auditor with an allowance of Rs.100,000 had been recruited on contract basis for a period of 12 months and 06 months respectively for the activities of the Universities.
- (ii) It was unable to check in audit that the qualifications of the 04 Administrative Consultants and the Auditor due to a Scheme of Recruitment for the above recruited officers had not been got approved.
- (f) 46 computers had been purchased on 02 March in the year 2017 for establishing a lab for the University Management studies Division and computers and equipment valued at Rs.5,841,172 had been issued to the other divisions out of the purpose.
- (g) It had not been specifically identified what are the social responsibilities in relation to the University and a sum of Rs.300,000 had been spent under social responsibilities for the annual trip of the Welfare Society.

4.3 Operating Activities

The following observations are made.

- (a) Even though, the University had planned to release the results of the exams conducted by the University within 03 months, it had been unable to issue the results as expected due to it had been spent for a period of 01 month to 09 months for the evaluation of marking sheets of the exams held in the year



2017. Reasons for the delay had not been clarified to the audit and a method for avoiding the delays had not been prepared.

(b) Appointment of Visiting Lecturers for the Degree Courses

- (i) Even though the University had enrolled more students for the weekend degree courses, it was observed that more lecture hours had been allocated for the degree courses conducts in weekdays as per the study work plans and time tables of the internal lecturers. Due to not paying attention on that in planning the study work, it had to pay a sum of Rs.18,642,743 for the visiting lecturers during the year under review, even though there are 49 internal lecturers in the University of Vocational Technology. Details appear below.

| Course period | No. of Degree Courses | No. of Students Enrolled | No. of hours allocated for the lecturers | |
|---------------|-----------------------|--------------------------|--|----------|
| | | | Internal | External |
| Weekdays | 10 | 397 | 7662 | 4882 |
| Weekends | 13 | 489 | 2244 | 10819 |

- (ii) Accordingly, appointments had been given to the visiting lecturers for 534 lecture hours of the Foundation Programme conducted for the students enrolled relating to the academic year 2017/2018 of the University and for 17,674 lecture hours for the students enrolled relating to the academic years 2014/2015, 2015/2016, 2016/2017.

4.4 Idle and Under Utilized Assets

The official residence of the Director General belonging to the University had remained idle without being used from November 2012 up to the end of the year under review.

4.5 **Staff Administration**

The following observations are made.

- (a.) When absorbing the staff into the University of Vocational Technology on 12 October 2012, 10 members of the academic staff who had not fulfilled the qualifications had been absorbed for the post in a manner of personal to the holder. However, even though it had been lapsed 8 years from the initiation of the University, 06 officers who had been absorbed for the post in a manner of personal to holder, had not completed the required qualification up to this.
- (b.) It was unable to confirm the qualifications required as per the scheme of recruitment for 02 officers of Senior Lecturers - Grade I recruited in the year 2017 and for an officer recruited for the Post of Lecturer.

5. **Sustainable Development**

5.1 **Sustainable Development Goals**

As per the United Nations Year 2030 “Agenda” on Sustainable Development , even though actions should be taken by each public institutions and University had not been aware on how should be implemented regarding the activities which comes under own scope relating to the year under review.

Accordingly, even though it had been identified that promoting lifelong learning opportunities for all by ensuring inclusive and equitable quality education and also ensuring equal access for all women and men for quality technical, vocational and tertiary education by 2030, as the targets for achieving the goals of the Ministry of Skill Development and Vocational Training in relation to Sustainable Development, it was observed as per the information presented to the audit that taking actions to convert the University into a Green University had been identified as Sustainable Development Goals.



6. Accountability and Good Governance

6.1 Internal Audit

The following observations are made.

- (a) An adequate staff had not been attached to the Internal Audit Unit of the University, only Internal Auditor, an Associate Officer and an officer of clerk grade had been attached.
- (b) An adequate internal audit had not been performed as it covers the areas such as, achieving the targets of the University, performance, accounting and evaluations of internal controls of financial and operational areas by paying attention to the Management Audit Circular No. DMA/06 dated 23 December 2011, and the Financial Regulation, 133 (2) (a) (i), and it was observed that more time had been spent for the prior audit activities of the University. Only 10 internal audit reports had been issued for the year under review.

6.2 Procurement and Contract Process

6.2.1 Procurement

The following observations are made.

- (a) In contrary to paragraph 3.6.1 of the Procurement Guideline, University had re-ordered and purchased the goods of Rs.1,130,160 in 02 occasions during the year under review.
- (b) Even though at least 03 bids should be obtained for the procurement as per the Procurement Guideline, in contrary to that a Library Management Software had been purchased as Rs.420,000 based on one bid. Accordingly, procurement had not been directed to a competition and hence it was observed that economic benefits to be obtained by the University had been lost. Thus, even though the procurement committee had decided to purchase on 25 May



presented Institution and according to the bids presented by that institute, a proper evaluation regarding the replacement cost of the parts and the unit cost per photo copy relating to machines for which the bids were presented by the institution had not been done by the technical evaluation committee.

- (ii) Technical evaluation committee had not evaluated regarding the service and maintenance expenses occurs after the period of 03 years which should be given for the photocopy machines by the procuring institution.
- (iii) Agreement period for the security and cleaning service of the University had been ended and it was observed that, that agreement period had been extended by the procurement committee without the approval of the Board of Governors of the University.

6.2.2 Deficiencies in Contract Administration

Even though Rs.260.26 million had been expensed for the Learning Resources Development Centre proposed to be constructed with the objectives of increasing the number of students enrolling in the University of Vocational Technology, increasing the capacity of the Institute, learning environment and conducting postgraduate degrees by the end of the year under review and constructions had not been completed up to this. Equipment of Rs.21.79 million had been purchased during the year under review for the building complex where constructions had not been completed and it was observed that, that equipment had been idled.



7. Systems and Controls

Deficiencies in systems and controls observed during the course of audit were brought to the notice of the Vice Chancellor of the Institute from time to time. Special attention is needed in respect of the following areas of control.

| <u>Areas of Systems and Controls</u> | <u>Observation</u> |
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| (a.) Financial Control | Failure to utilize the funds of Skills Sector Development project effectively and productively. |
| (b.) Staff Administration | <p>(i) Failure to verify the qualifications of the officers through the relevant institutions/universities.</p> <p>(ii) Failure to take action in accordance with the Scheme of Recruitment.</p> <p>(iii) Failure to submit report by the officers who participate for the foreign trainings.</p> |
| (c.) Vehicle Control | Failure to take actions in accordance with the circulars relating to disposable vehicles. |

Sgd./ H.M. GAMINI WIJESINGHE
 Auditor General

H.M Gamini Wijesinghe
 Auditor General

Actions have been taken for the Auditor General's Report for the year ended 31.12.2017 numbered VTY/B/UVT/FA/2017/06 dated 17th October 2018

| Number | Audit Query | Answer |
|--------|---|--|
| 2.2 | Comments on Financial Statments | |
| 2.2.1 | Accunt Receivable | |
| | University had failed to recover festival and special advance loan balances totalling Rs. 10,650 even in the year under review are receivable over a period of 5 years from two officers who left the university service. | <p>Rs. 3,400 and Rs. 7000 has to be recovered from these two officers namely, Ms P.M.U.S. Mudalige and Mr P.A.K. Gananath respectively. Accordingly, the total amount is to be recovered to the institute is not Rs. 10,650 ,it is Rs.10,400.</p> <p>Ms.P.M.U.S. Mudalige- Already took actions to recover the money from this officer under the case number: 6026/2008/M and a court order has been issued to recover this money also. But, University of Vocational technology has been unable to enforce the court order due to change of her residence and unable to find the permanent residence with the involvement of police also.</p> <p>Mr P.A.K. Gananath A case has been filed under the Case No. E/20/14/UVT to recover the money. The department of attornety general has informed that this case has been prescribed ,by the letter dated 2017.11.22.</p> |
| 2.3 | Non-compliances with Laws,Rules,Regulations and Managment Decisions | |
| | In terms of Finacial Regulation 104 of Democratic Socialist Republic of Sri Lanka,as soon as a loss or damage occurs ,even | Preliminary inquiry has been done according to the financial regulation 104, but report has been delayed. Instructions gave to the relevant officers to take |

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| | though it is required to submit a report on that by instituting inquiries to ascertain its extent and the causes and to determine the respondents for it, actions had not been so taken in 03 circumstances regarding the vehicle accidents happened in the year under review. | actions as per the Financial Regulation 104. |
| 3 | Financial Review | |
| 3.1 | Financial Results | |
| | <p>According to the financial statements presented, the financial result of the University for the year ended 31 December 2017 had been a deficit of Rs. 3,825,746 as compared with the corresponding surplus of Rs.214,709 for the preceding year, thus indicating a decrease of Rs.4,040,455 in the financial result of the year under review as compared with the preceding year. Increase in the cost of employees by Rs.37,708,090 and in the service cost by 13,346,754 had been mainly attributed for this.</p> <p>In analyzing the financial results of the year under review and 04 preceding years, the surplus of Rs.3,123,062 in the year 2013 had been a deficit of Rs.3,825,746 by the year 2017. However, in readjusting the employees' emoluments and depreciation on non-current assets to the financial result, the contribution of Rs.158,465,726 in the year 2013 had been amounted to Rs.267,711,572 in the year under review.</p> | |
| 4 | Operating Review | |
| 4.1 | Performance | |
| 4.1.1 | <p>Planning</p> <p>As it had been revised the procurement plan prepared indicating the procurements and constructions which should be made by the University during the year under review and approved at the beginning of the year, it was observed that the University had</p> | The procurement plan for the coming year is prepared at the beginning of the year and the approval of the Board of Governors is obtained. As the requirement of the institute has been changed due to the increment of the number of students enrolled compared to the previous year, the procurement plan had to be adjusted accordingly. |

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| | not prepared the procurement plan properly without identifying the own requirement and also it had not been used as a financial control. | |
| 4.1.2 | Operation & Review | |
| (a) | | |
| (i) | Out of 13 Degree courses and 11 diploma courses currently conducts by the University, only 03 degree courses and 2 diploma courses had been accredited. | An independent Accreditation Council has been established according to the Act of the University of Vocational technology. The Council is chaired by the Director General of the Tertiary and Vocational Education Commission and the council consist with Deans of the faculties ,Director General of the University of Vocational Technology, Director General of the Department of Tertiary Education and Training, Director Admission ,Accreditation & Quality Assurance of the University of Vocational Technology, Secretary to the Ministry or nominated member of the ministry, two nominees from Institute of Engineers ,Sri Lanka or Institute of incorporation Engineers ,Sri Lanka, A member of the Academic Council, two directors from the Tertiary and Vocational Education Commission. Accreditation of the all degree programmes is done by this Council and courses are conducted under the approval of the Board of Admission, Accreditation & Quality Assurance. |
| (ii) | A Council for the Admission, Accreditation and Quality Assurance had been established in terms of Section 21 (I) of the University of Vocational technology Act, No.31 of 2008 and as per the decision dated 18 May 2010 of the Council, it had been decided to obtain accreditations for the Engineering Degree Courses conducts by the University from the Institute of Engineers Sri Lanka and for the other courses from the Universities of Moratuwa, peradeniya and Colombo and in addition to that , to obtain accreditation from the reputed foreign Universities. Even though it had been already lapsed 08 years from the initiation of the university, degree courses had not been accredited to the expected level. | <p>Courses conducted by the Faculty of Industry and Vocational Technology of the University of Vocational Technology have been accredited by professional qualified third parties in Sri Lanka to facilitate the professional development of the students who is following the courses. Also the Cabinet has been decided that all degree programmes of the University of Vocational Technology should be regulated by the University Grants Commission. Accordingly, officers of the University Grants Commission will come to the University on March 2019 to examine about the accreditation of the degree programmes.</p> <p>The degree programmes namely, Building Services Technology, Manufacturing Technology and Mechatronic Technology has been already accepted by the Sri Lanka Institute of Engineering (IESL) according to Sydney Accord.</p> |

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| | | Also , It is being planning to accredit Degree of Construction Technology and Resource Management from the Sri Lanka Institute of Engineering and the degree of Quantity Surveying from the Sri Lanka Institute of Quantity Surveying ; but It is unable to apply till complete the degree programme by a Batch. |
| (b) | In relation to 09 Degree Courses conducts by the University,the pass percentage at the first attempt of the students who registered from the year 2010 to year 2014 had been at a minimum level and the pass percentage had been in a range of 19 percent to 57 percent. | Adult students are studied at this university. Due to the facts such as lack of time to devote to their studies since personal issues, failure to submit their continuing assessment and thus percentage of students pass the exams has been declined. But students are completed their degree by passing repeat exams at the consecutive Academic Year. |
| (c) | Even through Diploma Courses had been conducted from the initiation of the University,students had been registered only for one diploma course in the year 2017. Nevertheless, the decisions taken in relation to not conducting of such courses had not been presented to the audit. Even the students 'passing of the diploma courses conducted had been at a minimum level and also it was observed that there arw long delays in completing thouse courses. | The role of the University of Vocational Technology is conducting degree level (NVQ7) courses. Diploma level courses are conducted by the University Colleges which were established by SSDP. By now there are 6 university colleges has been established in areas namely Jaffna, Anuradhapura,Kuliyapitiya ,Matara and Ratmalana. Accordingly, conducting Diploma courses has been discontinued since 2015. Since the diploma conduct for teachers of the field of Technical and Vocational Education namely, "National Diploma in Technical Teacher Education " cannot be conducted by University Colleges, thus it conducts continuously at the University. Also degree programmes has been commenced at this University relevant to NDTPT, NDTPP & NDQS Diploma programmes which were suspended. Some students who follow these Diplomas fail the 1 st exam due to reasons such as Fail the whole exam due to fail only one subject of the final exam, not submitting Counting assignments and not submitting training report of the |

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| | | industrial training. Then they appear the repeat exam and pass the exam. |
| (d) | <p>Implementation of the Skills Sector Development Programme (SSDP)</p> <p>Under the Skills Sector Development Programme being implemented for the betterment of the field of vocational training, a sum of Rs. 290.7 million had been allocated to execute 22 sub activities under 10 main activities according to the Action Plan provided to the University for the year 2017 and the University has spent Rs. 140.55 million for the execution of 18 activities thereof. The following observations are made during the course of audit conducted in this regard.</p> | |
| (i) | <p>Even though the cadre vacancies exists during the year in the University of Vocational Technology and the University colleges should be filled as per the action plan, there had been 04 vacancies each in the senior and secondary level of the cadre approved as at 31 December and 01 Consultant as the academic staff vacancies as well as 28 non-academic vacancies for the 06 University Colleges.</p> | <p>Recruiting a officer for the post of Assistant Librarian had not been necessary for the University, but recruiting officers for the post of Statistical Officer and Assistant Registrar had been required. Therefore those recruitments has been done. Actions will be taken to fill other secondary level vacancies.</p> <p>Applications have been already called for the post of Associate Officer vacancies and one qualified officer has been recruited and another officer will be recruited from the list of officers who have been taken the highest marks .</p> <p>Three (3) officers were worked as the Teaching Assistant post of the Academic support Staff and one officer died on 22nd December 2017. Due to a problem of recruiting a officer for the post of Lecturer (Probationary), she has been appointed to the post of Teaching Assistant by the University of Vocational Technology. Accordingly, no vacancy on that post.</p> |
| (ii) | <p>Even though a sum of Rs. 07 million had been provisioned for establishing Public and Private Partnership University Colleges under the project, the relevant activity had not been performed</p> | <p>These tasks of the University Colleges has been removed from the University of Vocational Technology according to a decision of the Government.</p> |

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| | by utilizing those funds. | |
| (iii) | A sum of Rs. 120 million had been provisioned for providing facilities to disable people in the 06 University Colleges and for establishing a Video Conferance System and even though Rs. 74.02 million had been expensed thereof, the relevent activity had not been peroformed. | Constructions of the University colleges are done under the Skills Sector Development Programme. |
| (iv) | Even though a sum of Rs.01 million had been provisioned for conducting degrees relating to the identified priority fields and for obtaining guidance from reputed Universities for developing curricular,introducing 2 new degrees relating to the priority fields identified by the University,such degree courses had not been implemented until the audited date of 21 May 2017. However, he curricular had been prepared only for one degree course in the year 2016 and a lecturer also had been recruited for one degree programme since year 2016. Out of the provisined amount during the year, a sum of Rs. 0.05 million had been expensed and it was not clarified to the audit that it was for which activity. | <p>Hotel Managment degree programme was commenced by the University according to the requirment of industry. Since funds recived from the Canadiyan World University Services able to prepare the basic Curriculum by a low cost than estimated amount.</p> <p>For this, service of a professor in the Canadiyan World University Service was provided on a voluntary basis. The above money was used to conduct discussion programs to facilitate him to identify the requirements of the hotel industry in Sri Lanka.</p> <p>The Canadiyan World University Service informed that an internal lecturer in Hotel Management was required before serving the service of this Professor. Since there was no Internal lecturer for Hotel Management degree programme , a lecturer was appointed. This lecturer and the Canadiyan professor prepared the curriculum of Hotel Management degree programme.</p> |
| 4.2 | Managment Activities | |
| (a) | Even though a lecturer who owned a forigen degree had been recruited for the Degree in Hospitality since 15 June 2016 , that degree course had not been commenced until the audited date of 21 May 2018. even though Rs. 2,464,214 had been paid as salary and allowances for the obove officer from the recruited date, the purposive activity had not been fulfilled. | <p>The above mentioned lecturer was used to convert the Curriculum in to a complete one, as the content of the Curriculum prepared by the Canadiyan Professor and to prepare other relevant documents and entry requirements.</p> <p>As the expertise of her, she contributed to conducting lectures in Construction Technology & Resource Management. The task was undertaken by her during relevant period is attached herewith. (Annex 1). Actions have been taken to commence the Hotel Management Degree programme for Academic year</p> |

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| | | 2019 / 2020. |
| (b) | An officer who served as an Assistant Burser in the University had vacated the service on 5 April 2012 and following observations are made on totaling Rs. 763,176 receivable him. | |
| (i) | Even though it had been recommended by the preliminary investigation report dated 22 June 2012, to take legal actions to recover the surcharge of Rs.589,164 from the Accountant and the former Director General which had to be paid by the institution due to the delay made on the half yearly reports to be remitted to the Employees' Trust Fund, actions had not been taken accordingly. | To take legal actions on this incident of Mr P.A.Kalinga Ganganath, a letter dated 2012.09.04 has been forwarded to the Department of Attorney General. Another letter dated 2014.02.10 has been sent to Department of Attorney General on this matter. But Department of Attorney General did not take any action on this case. Thus Department of Attorney General has been informed by a letter dated 2017.11.22 that since the time period dealing with this case has been expired, lawsuit has been terminated. |
| (ii) | Due to not performing legal activities promptly as per the investigation report, it had been informed by the letter of the Attorney General's dated 22 November 2017 that legal cause of action had become prescriptive even by the date of 10 February 2014 on which the University incurred from the Attorney General's Department. | |
| (iii) | As per section 23 of the Provision for Gratuity Act, if there is any money to be received from any officer to a certain institute, even there are possibilities to retain Gratuity amount in such institution until it is paid, and even it had been emphasized in the letter of the Attorney General, a sum of Rs.108,250 had been paid as gratuity on 20 March 2013 without recovering the money which are recoverable. | Mr P.A Ganganath, who worked as the Assistant Bursar left the service on 2012.04.05, Since there were management dues for the university from him his Gratuity was withheld. But he complained to the Department of Labour and that department initiated an inquiry on this. Reasons for not paying gratuity had been shown in that inquiry. The final decision was informed by the Department of labour by letter dated 2013.03.07 (Annex 02) and informed to deposit Rs. 90,208.75 as his gratuity and Rs. 18,041.75 as a Surcharge in Department of Labour. Accordingly, a cheque of Rs. 108250.50 written to Commissioner of Labour- Colombo –Western has been submitted to that department. |

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| (iv) | <p>Even though it had been emphasized by the above letter of the Attorney General that since this officer in further employing in the Superior Court Complex Board of Management, University of Vocational Technology has the capability of recovering such money by taking actions in administrative manner, appropriate actions had not been taken on that regard up to now.</p> | <p>A letter has been issued to the Superior Court Complex on 2015. 04.22. By this letter it has been informed that, letters dated 2012.05.03 and 2014.02.06 had been already sent to Superior Court and to take necessary actions to recover dues of Mr Ganganath to the University of Vocational Technology. Since Mr Ganganath was not willing to reduce that money from his salary, Superior Court has been informed to this University that they can't recover that money from his salary without an agreement with him.</p> <p>By the letter dated 2015.10.28, Mr Ganganath has been decreed that he has to pay the Rs. 763,175.53 of due money within 30 days. By letters dated 2016.05.03, 2016.06.25 and 2016.10.24 University of Vocational Technology has been inquired from Department of Attorney General about the present situation of the relevant incident. But it seems to be that the Superior Court Complex where Mr Ganganath works take actions slowly on relevant case. Letters have been sent further to the Superior Court informing on these dues.</p> |
| (c) | <p>Approval of the Management Services Department which is required to enforce the Establishment Code prepared for the University by spending Rs. 800,000 in the year 2015 had not been obtained even by the end of the year under review.</p> | <p>Already has been forwarded to the approval of the Department of Management Studies by the University of Vocational technology with the Approval of Board of Governors. But the relevant approval is not yet received.</p> |
| (d) | <p>Even though a teaching assistant of the University had requested to resign due to an injustice occurred in absorbing to the University, it had been informed that resignation cannot be accepted until Rs. 4,684,315 bond related to the funds granted to follow Postgraduate Degree is paid. However, even though he had reported back to the service as it was unable to pay the bond, relevant officer had filed a case in the Labour Tribunal due to not allowing for that and as per the order dated 25 August 2017, it had been ordered to re-engage and to pay salary in arrears for 2 years. Accordingly, due to a weakness in the management, University had to spend Rs,596,040 as salary in arrears and Rs. 542,500 as legal expenses.</p> | <p>According to the 5th Chapter of the Establishment code, once someone of the staff submits for a resignation, that person cannot come back to the service. Thus actions have been taken considering that person as a resigned. However this money had to be paid according to the decision taken at the Hearing on relevant incident.</p> |

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| (e) | Recruitment of Chief Executive Officers for university colleges | |
| (i) | Officers who came from national universities after the leave on sabbatical base had been recruited as Chief Executive Officers for Batangala and Matara university colleges and appointments had been given in 02 circumstances as it exceeds the time period released by the universities they are permanently serving. | Those officers were who got higher marks at the interview. Also, for the University College of Matata , it was the only application received when calling applications. The recruitment qualification for this post is equal to the Senior lecturer Grade 1 of a University. But the salary of Chief Executive Officer is Rs. 100,000.00 while salary of Senior Lecturer is Rs. 175,000.00. Also no-pay leave were expected by these officers from their permanent work place. Since their salary of the permanent workplace is greater than to salary of the Chief Executive Officer, they were resigned from University Colleges and reported back to permanent work place when their Sabbatical leave were finished. |
| (ii) | Even though the officer who held the Post of Registrar of the University of the Visual and performing Arts had been recruited as the Chief Executive Officer of the University College of Batangala on sabbatical leave base since 01 September 2016, he had been released from the university on 12 October 2016. Accordingly, it was observed that appointments had been given before an officer release from the place of permanent serving. | Application for the Sabatical Leave should be forwarded with the letter of appointment. Even though appointment letter has been issued to this officer, he assumed duty with the approval of Sabbatical Leave after releasing from his workplace. |
| (iii) | According to the paragraph 6.2 (a) of the University of Vocational technology Ordinance No 01. of 2014 for the University Colleges , unless vacated or dismissed before the due period , the director should hold the own position until the period of whichever is first completed out of the two of 03 years from the own date of appointment or own age of 60 years. However, the officer who recruited as the chief Executive Officer for the University College of Batangala on 01 September 2016 had been resigned from the service before completing the appointment period of the College on 01 February 2018 that is at the end of sabbatical leave. Accordingly, it was questionable to the audit how administration activities are maintained effectively since it had been unable to get a continuous service | People who granted University Sabatical Leave can obtain 3 year no-pay leave. Since salary of this post is less than to the salary of their permanent position they tend to resign. |

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| | to the Colleges. | |
| (e) | Appointment of Administrative and Audit Consultants for the operations of the Universities | |
| (i) | Without the approval of the Managment Services Department, 04 Administrative consultants at Rs. 75,000 monthly for 04 University Colleges and an Auditor with an allowance of Rs. 100,000 had been recruited on contract basis for a period of 12 months and 6 months respectively for the activities of the Universities. | <p>Consultants have been appointed for this post under the contract basis. Relevent Consultants have been selected using Procurement process. University colleges are recently establised institues. Their Staff also less experinced and newly appointed. Retired officers of the University sector with experiance in administrative and financial aspects have been recruited to the university to establish administration and financial duties of University colleges as suit to University.</p> <p>Approval of the Department of Managment Services is requested to appoint an officer for the post of Senior Assistant Internal Auditor, but approval is not received. Therefore to achieve relevent duties, officers have been recruited for these posts on contract basis.</p> |
| (ii) | It was unable to check in audit that the qualifications of the 04 Administrative Consultants and the Auditor due a Scheme of Recruitment for the above recruited officers had not been got approved. | The selection criteria for these Consultants have been approved by the Board of Governors. Relevent Cetificates require to verify the qualifications of these officers are placed in Assistant Burser (Supply). |
| (f) | 46 compuets had been purchased on 02 March in the year 2017 for establishing a lab for the Department of Mangment Studies and computers and equipment valued at Rs. 5,841,172 had been issued to the other divisions out of the purpose. | Computers purchased for establish a laboratory for Department of Managment Studies were used to establish a laboratory under Technical Services unit. This laboratory is used by students of the Department of Managment studies as well as other departments. Accordingly, this labaratory is used by lot of students presently. Since this laboratory is under the Technical Services Unit, doing maintainance is easy. Also constructing a classroom as a laboratory , will be avoided the limiting amount of class rooms. Therefore those computers were assigned rightly to laboratories and remaining computers were issued to Language Lab, Technical aservices Unit and Vice Chancellor Office as the requirment. |
| (g) | It had not had been specifically identified what are the social responsibilities in relation to the University and a sum of Rs. 300,000 had been spent under social responsibilities for the annual trip of the Welfare Society. | Since Annual Trip is oganized with the purpose of Harmony and socialization of the University Staff , it has been assigned under the Social Responsibilities in Accounts. |

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| 4.3 | Operating Activities | | | | | | | | | | | | | | | | | | | |
| (a) | Even though, the university had planned to relase the results of the exams conducted by the Univ ersity within 03 months, it had been unable to issue the results as expected due to it had been spent for a period of 01 month to 09 months for the eveluation of marking sheets of the exams held in the year 2017. Reasons for the delay had not been clarified to the audit and a method for avoiding the delays had not been prepared. | Curently there is no method of reducing charges while delays are happening when submitting marks. Will take actions in the future to give instructions to relevent divisions to pay the last installment after submitting marks of the paper marking. | | | | | | | | | | | | | | | | | | |
| (b) | Appointment of Visitng Lecturers for the Degree Courses | | | | | | | | | | | | | | | | | | | |
| (i) | <p>Even though the University had enrolled more students for the weekend degree courses,it was observed that more lecture hours had been allocated for the degree courses conducts in weekdays as per the study work plans and time tables of the internal lectures. Due to not paying attention on that is planning the study work, it had to pay a sum of Rs. 18,642,743 for the visiting lecturers during the year under review , enough though there are 49 internal lecturers in the University of Vocational Technology . Details apper below.</p> <table><tr><td>Course Period</td><td>No. of Degree Courses</td><td>No. of Students Enrolled</td><td>Number of hours allocated for the lecturers</td><td>Internal</td><td>External</td></tr><tr><td>Weekdays</td><td>10</td><td>397</td><td>7662</td><td>4882</td><td></td></tr><tr><td>Weekends</td><td>13</td><td>489</td><td>2244</td><td>10819</td><td></td></tr></table> | Course Period | No. of Degree Courses | No. of Students Enrolled | Number of hours allocated for the lecturers | Internal | External | Weekdays | 10 | 397 | 7662 | 4882 | | Weekends | 13 | 489 | 2244 | 10819 | | <p>The Academic Staff of the University should exist as one Lecturer for 16 students. But Academic Staff of this University is insufficient for the number of students at the University. 30% of the exsisting Acadamic Staff of the university on the Studyleave.</p> <p>Accodngly, It’s required to obtain the service of experts with experience and skills in the field since there is no sufficent staff for teaching activities of the degree programees of the university. Recruting 75% of the approved cadre of the Academic Staff and hiring visting lecturers for remaining is practiced in other universities also.</p> |
| Course Period | No. of Degree Courses | No. of Students Enrolled | Number of hours allocated for the lecturers | Internal | External | | | | | | | | | | | | | | | |
| Weekdays | 10 | 397 | 7662 | 4882 | | | | | | | | | | | | | | | | |
| Weekends | 13 | 489 | 2244 | 10819 | | | | | | | | | | | | | | | | |

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| (ii) | Accordingly, appointments had been given to the visiting lecturers for 534 lecture hours of the Foundation Programme conducted for the students enrolled relating to the academic year 2017/2018 of the University and for 17,674 lecture hours for the students enrolled relating to the academic years 2014/2015,2015/2016,2016/2017. | Mathematics knowledge of newly recruited students of this University remains in a weak level. Therefore service of the expertise lecturers who gained special training in Mathematics has been obtained. |
| 4.4 | Idle and Under Utilized Assets | |
| | The official residence of the Director General belonging to the University had remained idle without being used from November 2012 up to the end of the year under review. | As the nature of the service of post of Vice Chancellor and Registrar , require to stay night at the university for necessary occasions, thus those quarters have been constructed. Repairs require for maintenance of those quarters are being doing and Director General stay there at the require occasions. |
| 4.5 | Staff Administration | |
| (a) | When absorbing the staff into the University of Vocational Technology on 12 October 2012, 10 members of the academic staff who had not fulfilled the qualifications had been absorbed for the post in a manner of personal to the holder. However ,even though it had been lapsed 8 years from the institution of the University , 06 officers who had been absorbed for the post in a manner of personal to holder ,had not completed the required qualification up to this. | <p>Recruitments and restructuring of the university was done according to the Letter No: DMS/E4/47/2/280/1 of the Department of Management Services (Annex 2) , letter dated 2009.07.27 on Approving staff of the University of Vocational Technology, Letter No: DMS/E/280/2 dated 2012.12.31 on Approving Staff based on the provisions of the Management Services Circular 30 (Annex 3) and the letter No:2012.12.31 dated DMS/E/280/2 on implementing provisions of the Management Services Circular 30. When absorbing 8 academic officers have been recruited on Personal to holder ,based on the 4th sentence of the letter on implementing provisions of the Management Services Circular 30. two officers of them have been completed relevant qualifications ,thus they have been established on the post of Senior Lecturer by removing the designation as personal to holder. Two of remaining are evolving qualifications and no information on the personal file for other six officers.</p> <p>Also when absorbing these officers , no any condition have been informed them who included in this Audit query.</p> |

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| (b) | It was unable to confirm the qualifications required as per the scheme of recruitment for 02 officers of Senior lecturers-Grade 1 recruited in the year 2017 and for an officer recruited post of lecturer. | <p>Service of high qualified Academic Staff should require to continue academic activities of this university. Thus applications were called to recruit for the post of Senior Lecturer Grade I and no application were received from the internal staff. Therefore external applicants who qualified by experience in following qualifications were recruited at the interview.</p> <p>At least six years' experience in one or more of the following.</p> <ol style="list-style-type: none"> 1. Teaching at university level or/ Higher educational Institution. 2. Professional experience in a recognized mercantile establishment. 3. Research relevant to his/ her field of specialization in a recognized institution. 4. Post graduate studies. <p>Copies of the relevant Certificates are included in their personal files to prove relevant qualifications with above mentioned experience.</p> |
| 5. | Sustainable Development | |
| 5.1 | Sustainable Development Goals | |
| | <p>As per the United Nations Year 2030 "Agenda" on Sustainable Development ,even though actions should be taken by each public institutions and University had not been aware on how should be implemented regarding the activities which comes under own scope relating to the year under review.</p> <p>Accordingly,even though it had been identified that promoting lifelong learning opportunities for all by ensuring inclusive and equitable quality education had also ensuring equal access for all women and men for quality technical , vocational and tertiary education by 2030,as the targets for achieving the goals of the ministry of Skills Development and Vocational Training in relation to Sustainable Development, it was observed as per the information presented to the audit that taking actions to convert the University into a Green university had been identified as Sustainable Development</p> | <p>The Green University concept is a programme implementing under the University of Vocational Technology.</p> <p>Sustainable Development Goals have been sent time to time to the Department of Skills Development and Vocational Training.</p> |

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| | Goals. | |
| 6. | Accountability and Good Governance | |
| 6.1 | Internal Audit | |
| (a) | An adequate staff had not been attached to the Internal Audit Unit of the University, only Internal Auditor, an Associate Officer and an officer of clerk grade had been attached. | Since approved amount of cadre positions for this university is insufficient, forwarded to the Department of management Studies for the approval, but approval is not received. From the approved list of Staff, staff members are included in this query, have been assigned to the Internal Audit Division. |
| (b) | An adequate internal audit had not been performed as it covers the areas such as, achieving the targets of the university, performance accounting and evaluation of internal controls of financial and operational areas by paying attention to the Management Audit Circular No. DMA/06 dated 23 December 2011, and the Financial Regulation, 133 (2) (a) (i), and it was observed that more time had been spent for the prior audit activities of the University. Only 10 internal audit reports had been issued for the year under review. | Audit activities of the year is implemented according to the Annual Audit Plan prepared with the approval of Management Committee and the Board of Governors. Auditing Capital Payment process which is higher than 2 millions before doing payments, Solving problems on salaries and auditing before doing payments, preparing documents and reports submitted to the Committee on Public Enterprises, submitting answers for the audit inquiries adducted time to time from department of Audit General and other duties of the Audit Plan are done by the Internal Audit Unit. |
| 6.2 | Procurement and Contract Process | |
| 6.2.1 | Procurement | |
| (a) | In contractor to paragraph 3.6.1 of the Procurement Guideline, University had re-ordered and purchased the goods of Rs. 1,130,160 in 02 occasions during the year under review. | Initially, 17 laptop computers were obtained according to the instructions of the relevant Academic and non-academic staff members and 2 photocopy machines were obtained under the method of comparing prices. Secondly, 7 laptop computers and a photocopy machine were obtained and those were not identified at the first time. Thus laptop computers were obtained secondly for the use of 7 Academic and non-academic officers and photocopy machines were requested for essential divisions later. Since two photocopy machines of the university photocopy Unit had not been worked, the photocopy machine is obtained to prepare documents and take photocopies of the Supply Division. Also these laptops were initially purchased by a newspaper advertisement under the National Competitive pricing method. Since those computers were valued for more competitive bidding prices, purchase once again for same price is favorable economically to the University. Also facts such as changes of exchange rates due to increments of dollar prices were not relevant for these |

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| | | prices. Therefore purchasing goods with these prices was not unverable economically. |
| (b) | Even though at least 03 bids should be obtained for the procurement as per the Procurement Guideline , in contrary to that a Library Management Software had been purchased as Rs. 420,000 based on the bid. Accordingly, procurement had not been directed to a competition had hence it was observed that economic benefits to be obtained by the University had been lost. Thus, even though the procurement committee had decided to purchase on 25 May 2016 based on the price obtained on 27 April 2015, the committee had not paid attention towards the technical changes ,changes in prices and changes in organizational requirements during that period. | When establishing softwares the highest version of it is used. Since preparing books according to that softwares is done based on the international standards, it was not changed with time. Since required expert knowledge is gained from a State University, The Open University is agreed to initiate works without a change in prices. Since after a year also the money had to be paid was minimum, thus the Institute received a profit. |
| (c) | Purchasing of 38 Air Conditioned Machines | |
| (i) | 38 Air conditioned Machines had been purchased by incurring Rs. 10,510,000 during the year for fixing to the recording studio constructing in the University and in exception to the plan, 03 machines thereof had been fixed to the Vice Chancellor's official residence. | Preliminary Plans and Estimates were prepared when purchasing these AC machines to airconditioning suggested Sound Lab and 13 class rooms and purchasing was done accordingly. But later decided to convert a classroom of that 13 class rooms to a Audio and projection studio. Since AC machines which were planned to purchase were not match with the requirement of the suggested Audio and Projection Studio, three AC machines were not fixed on the relevant venue. Meanwhile It has been decided to fix AC machines for Vice Chancellor Quarters , since capacity and specifications of the above mentioned AC machines were matched with the relevant requirement of the quarters , decided to fix those 3 AC machines at that quarters. |

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| | | <p>Following benifits are gained through it.</p> <ol style="list-style-type: none">1. Able to obtained higher value of discount rather than purchasing only 3 new AC machines.2. Charges to be expended for recalling tenders were not expended. | | | | | | | | | | |
| (ii) | <p>It was observed that Bill of Quantity had been altered for the technical evaluations as it complies with specification list presented by the selected supplier, in exception to the University requirment included in the Bill of Quantity specification prepared for calling bids by the technical evaluation committee.</p> | <p>11 institutes had been presented tenders and all were eligible for the preliminary evaluation. 4 institutes of them were eligible for the Detail evaluation. The Potential Difference of the Specifications of those 4 bidders are as follows.</p> <table><tr><td>Bidder No</td><td>Potential Differance of Power Supply</td></tr><tr><td>02</td><td>(220v -240v)</td></tr><tr><td>03</td><td>Complete (405v -425v)</td></tr><tr><td>05</td><td>(380v -415v)</td></tr><tr><td>11</td><td>(380v - 415v)</td></tr></table> <p>According to the above table, selected bidders, Bidder No 11 and Bidder No 05 had been presented same specifications value 380v -415v. Also , Bidder No 3 had been presented 405v -425v for the value included in the specification prepared by the Technical Evaluation Committee. The eligible Bidder No 02 for the detail evaluation had been presented difference value for this. But no any bidder had been removed from the further evaluation based on the value presented for this specification. According to the above information it has been seemed that by stating 405v -425v instead of 380v -415v in the Technical Evaluation Committee report was not unfair to any bidder. Also selected bidder had not received any benefit due to this.</p> | Bidder No | Potential Differance of Power Supply | 02 | (220v -240v) | 03 | Complete (405v -425v) | 05 | (380v -415v) | 11 | (380v - 415v) |
| Bidder No | Potential Differance of Power Supply | | | | | | | | | | | |
| 02 | (220v -240v) | | | | | | | | | | | |
| 03 | Complete (405v -425v) | | | | | | | | | | | |
| 05 | (380v -415v) | | | | | | | | | | | |
| 11 | (380v - 415v) | | | | | | | | | | | |
| (d) | <p>In exception to the specifications included in the specifications prepared by the technical evaluation committee, modifications and purchases totalling Rs. 13,805,838 had been done in o4 occations. Accordingly ,duties of the technical evealuation committee had not been fulfilled properly and it was unable to</p> | <p>In these four occations, the specification provided by the bidder and the specification of the good expected to be purchased had not been compared by the Technical Evaluation Commitee. But bidder has been selected to purchase the relevent good giving attention for a higher feverable occation rather than the despite factor of the specification. The institute got a benifit through it.</p> | | | | | | | | | | |

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| | satisfy in audit about the quality of the purchased item or the service. | Not happen a disadvantage. |
| (e) | Purchasing of Photocopy Machines | |
| (i) | Even though the technical evaluation committee dated 12 May 2017 had recommended to purchase 2 photocopy machines at a price of Rs. 153,000 each (Without Taxes) , evaluations had not been done stating the two institutions who presented bids are not complying with the specifications considered by the university. Accordingly, 02 photocopy machines had been purchased at Rs. 351,900 (With Taxes) on 22 May 2017 from the lowest bid presented institution and according to the bids presented by that institute, a proper evaluation regarding the placement cost of the parts and the unit cost per photo copy relating to machines for which the bids were presented by the institution had not been done by the technical evaluation committee. | A Compile Sheet has been prepared to purchase Photocopy machines. Specifications of the Ewis Peripherals (Pvt) Ltd and Resprographics (Pvt) Ltd are not matched with the our specification. |
| (ii) | Technical evaluation committee had not evaluated regarding the service and maintenance expenses occurs after the period of 03 years which should be given for the photocopy machines by the procuring institution. | The warranty certificate for 3 years has been obtained and they have informed that spare parts and service can be provided for another three years. Also they have agreed to prepare service agreement after the three years. |
| (iii) | Agreement period for the security and cleaning service of the University had been ended and it was observed that, agreement period had been extended by the procurement committee without the approval of the Board of Governors of the University. | The Technical Evaluation Committee for the Cleaning Service from 2018 was not finished when the agreement between University and the Institute who providing Cleaning Service for the University had been finished on 15 th December 2017. Therefore the agreement has to be extended to continue cleaning service of the University , approval of the procurement committee received for it. Advice has given to relevant sections to continue this service according to a competent policy. |
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| 6.2.2 | <p><u>Deficiencies in Contract Administration</u></p> <p>Even though Rs . 260.26 million had been expensed for the Learning Resources Development Centere prposed to be constructed with the objectives of incresing the number of students enrolling in the University of Vocational technology, increasing the capacity of institute ,learning environment and conducting postgraduate degrees by the end of the year under review and constructions had not been completed up to this. Equipment of Rs. 21.79 million had been purchased during the year under review for the building complex where constructions had not been completed and it was observed that ,the equipment had been idled.</p> | <p>Commencement and continuation of that works for the suggested Television Studio Complex of the Learning Resource Development Centre has been assigned to a government institution namely Central Engineering Construction Bureau (CECB) by a cabinet decision.</p> <p>This construction has to be done with more professional experience rather than constructing a general building. Therefore all duties such as planning, construction and providing consultation service of this Television Studio Complex were assigned to Central Engineering Construction Bureau (CECB) by a cabinet decision.</p> <p>The ministry of Skills Development and Vocational Training adjourned constructions while constructions are ongoing. After removing the discontinuance required instruments were purchased with the assumption of construction will be finished at the due date. Constructions are almost finished right now ; commencement of duties of the Television Studio Complex will be done after finishing all construction works and fixing relevant instruments.</p> |
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