Centre for Quality Assurance (CQA)

Sabaragamuwa University of Sri Lanka (SUSL)

SYNOPSIS: WORKSHOP

The workshop/activity synopsis includes summary details and the proposed budget. The coordinator should submit the synopsis of the proposed workshop/activity well in advance to the Director, CQA, SUSL.

|  |  |
| --- | --- |
| **1. SUSL coordinator** | |
| Name and title |  |
| Designation |  |
| Institution/Faculty |  |
| Email |  |
| Phone number |  |

|  |  |
| --- | --- |
| **2. Resource person1** | |
| Name and title |  |
| Designation |  |
| Institution/Faculty |  |
| Email |  |
| Phone number |  |

|  |
| --- |
| **3. Working title of workshop** |
|  |

|  |  |
| --- | --- |
| **4. Date and location of the workshop** | |
| Location |  |
| Date |  |

|  |  |
| --- | --- |
| **5. Objectives of the workshop/activity** | |
| ***Objectives*** | ***Approach of meeting the objectives*** |
|  |  |
|  |  |
|  |  |
| **6. Expected Outcome of the workshop/activity (no more than 200 words):** | |
|  | |

**Budget for the workshop**

Provide the details of actual expenditure based on the proposed budget with justifiable reasons

|  |  |
| --- | --- |
| **Description** | **Amount (LKR)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |