Centre for Quality Assurance (CQA)

Sabaragamuwa University of Sri Lanka (SUSL)

FINAL REPORTING:

**The workshop/ activity final report includes Appendix 1 – List of workshop participants and Appendix 2 – Details of Expenditure. The coordinator should submit the completed reporting template within 03 weeks from the end of the workshop/ activity as proposed in the activity calendar 2021 to the Director, CQA, SUSL.**

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

|  |  |
| --- | --- |
| **2. Partner coordinator** | |
| Name and title |  |
| Designation |  |
| Institution/Faculty |  |
| Email |  |
| Phone number |  |

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| **3. Working title of workshop/Activity** |
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| **4. Date and location of the workshop** | |
| Location |  |
| Date |  |

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| **5. Workshop participants** | |
| Academic Staff |  |
| Non-academic Staff |  |
| Admin Staff |  |
| Other (please specify) |  |

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| **6. Summary of the workshop/activity outcomes and results (no more than 300 words) –**  **Please provide a summary of the workshop outcomes and results for a wider audience. This summary will be used for monitoring and review of quality assurance processes of SUSL** |
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| **7. To what extent did the workshop benefit the audience** | |
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| **Please explain your choice (no more than 200 words):** | |
| The workshop helps identify the key policy aspects that need to be considered when preparing the future policy framework for the faculty | |
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| **8. To what extent have the objectives of the workshop been met and the expected outputs been achieved?** | |
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| **Please explain your choice (no more than 200 words):** | |
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| **12.** **Please provide any further comments and suggestions for the improvement** |
|  |

**Annex 1 – List of participants**

**Please see the annexed document**

**Annex 2 – Summary of Expenditure**

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

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| --- | --- | --- | --- |
| **Description** | **Proposed Expenditure**  **Amount (LKR)** | **Actual Expenditure**  **Amount (LKR)** | **Reasons for differences** |
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