



Centre for Quality Assurance (CQA)
University of Vavuniya, Sri Lanka (UOV)

FINAL REPORTING:

The workshop/ seminar final report includes Appendix 1 – List of workshop participants and Appendix 2 – Details of Expenditure, 3- Summary of Feedback. The Chairman / coordinator should submit the completed reporting template within 03 weeks from the end of the workshop / seminar as proposed in the activity calendar 2022 to the Director, CQA, University of Vavuniya.

1. UOV Chairperson / Coordinator	
Name and title	
Designation	
Institution/Faculty	
Email	
Phone number	

2. Partner Coordinator	
Name and title	
Designation	
Institution/Faculty	
Email	
Phone number	

3. Working title of workshop/seminar	

4. Date and location of the workshop	
Location	
Date	

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

6. Summary of the workshop/seminar 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 UOV.	

7. To what extent did the workshop benefit the audience	
Please explain your choice (no more than 200 words):	
<p>The workshop helps identify the key policy aspects that need to be considered when preparing the future policy framework for the faculty</p>	

8. To what extent have the objectives of the workshop been met and the expected outputs been achieved?	
Please explain your choice (no more than 200 words):	

09. Please provide any further comments and suggestions for the improvement

Annex 1 – List of participants

Annex 2 – Summary of Expenditure

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

Description	Proposed Expenditure Amount (LKR)	Actual Expenditure Amount (LKR)	Reasons for differences
Total			

Annex 3:

Summary of Feedback