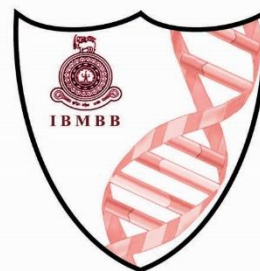


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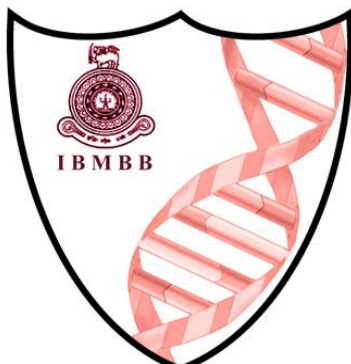


“ To be an International Centre of Excellence
in Molecular Life Sciences”



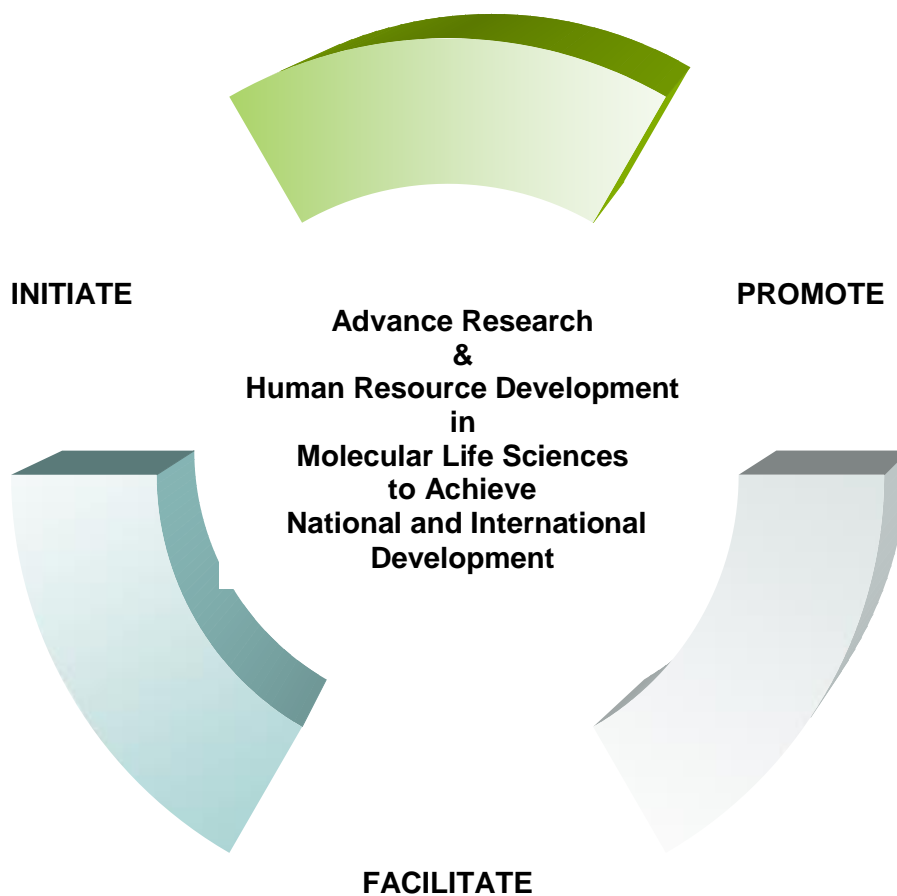
Institute of Biochemistry Molecular Biology
&
Biotechnology
University of Colombo

VISION

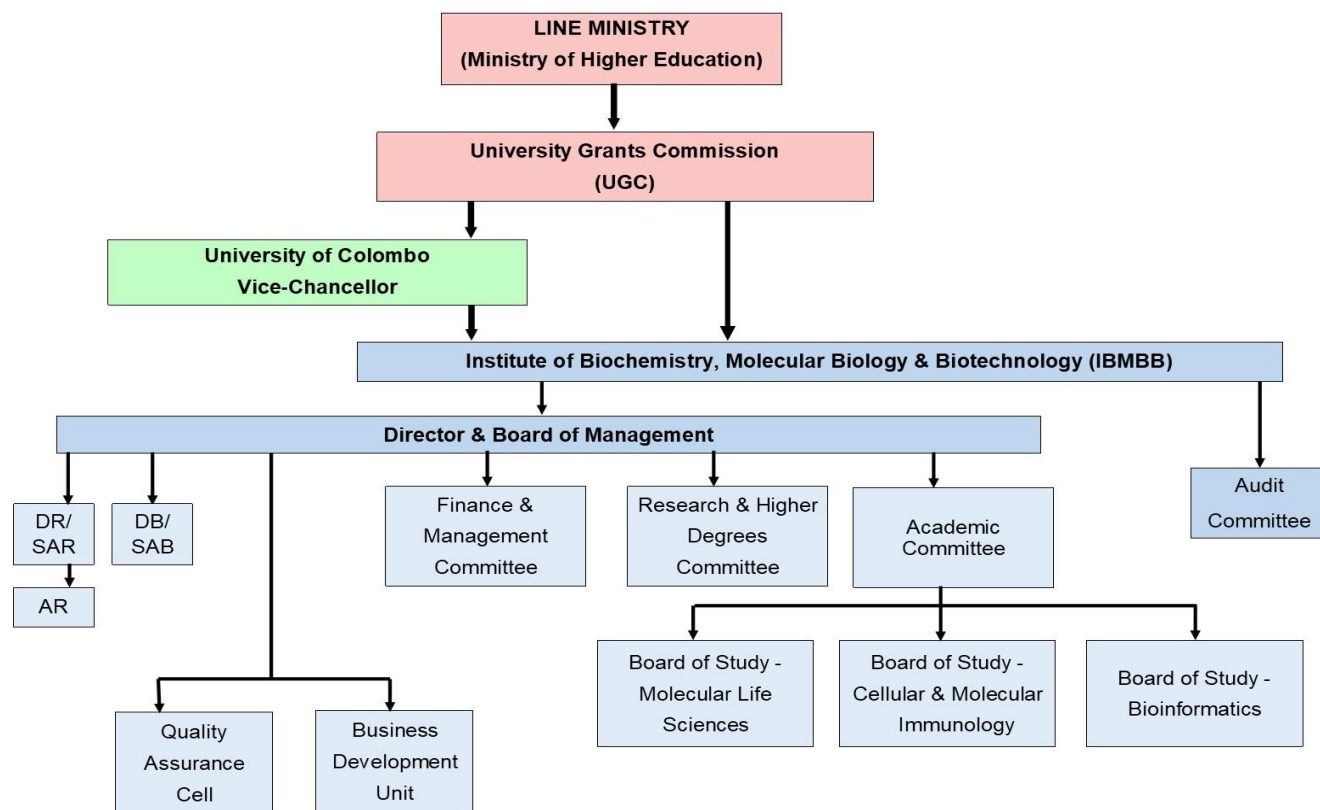


**“To be an
International Centre of Excellence
In
Molecular Life Sciences”**

MISSION



Organizational Structure



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Staff Cadre – As at 31.12.2021

Designation	Approved Cadre	Actual Cadre		Vacancies	Remarks
		Permanent	Contract/ Temporary on Assignment		
Director	01	01	-	-	-
Professor (chair)	03	03	-	-	-
Professor	08	08	-	-	-
Associate Professor					
Senior Lecturer/ Lecturer/ Lecturer (Probationary)					
Post-Doctoral Research Fellow	03	-	01	-	-
Temporary Assistant Lecturer	02	-	02	-	-
Scientific Assistant	04	04	-	-	DMS has approved four (04) posts of permanent Scientific Assistants, suppressing four (04) out of six (06) no. of Temporary Scientific Assistants (Contract) granted with fixed salaries in 2017.
Temporary Scientific Assistant (Contract)	02		01		
Senior Assistant Registrar/ Deputy Registrar	01	01	-	-	-
Senior Assistant Bursar/ Deputy Bursar	01	-	01*	01	*Vacant position is temporarily filled with a DB on sabbatical leave
Assistant Registrar	01	01	-	-	-
Assistant Network Manager	01	01	-	-	-
Technical Officer	04	02	02	-	-
Management Assistant	07	07	-	-	-
Management Assistant (Receptionist cum Telephone Operator)	01	01	-	-	-
Management Assistant (Book Keeping)	01	01	-	-	-

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Management Assistant (Shroff)	01	01	-	-	-
Library Information Assistant	01	01	-	-	-
Driver	01	01	-	-	-
Lab Attendant	03	03	-	-	-
Works Aide	01	-	01	01	Awaiting instructions from Ministry to fill the vacant post

Staff on assignment as per requirements of the institute and the teaching programmes paid from the Generated Funds

Designation	Number of staffs on Assignment	Remarks
Temporary Scientific /Teaching Assistant	03	1-For Masters programme in Molecular Life Sciences 1-For Masters programme in Cellular and Molecular Immunology 1-For Masters programme in Molecular Life Sciences (Part time)
Temporary Scientific Assistant –(Quality Assurance)	01	
Temporary Scientific Assistant (BDU)	01	

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IBMBB Staff and Researchers

Name & Designation	Abbreviation
Dr. Andrew Nguyen	AN
Assistant Network Manager	ANM
Assistant Registrar	AR
Dr. Asanka Sudeshini Hewage	ASH
Business Development Unit	BDU
Board of Study	BOS
Deputy Bursar	DB
Dr. David Gower	DG
Ms. Dakshika Gangani	PDG
Prof. E. Dilip de Silva	EDS
Prof. Eric H. Karunanayake	EHK
Dr. G.R. Constantine	GRC
Prof. Ira Thabrew	IT
Mr. James Thambyrajah	JT
Prof. Jagathpriya Weerasena	JW
Prof. Kamani Hemamala Tennekoon	KHT
Mr. Kanchana Susantha Senanayake	KSS
Dr. Kanishka Senathilake	KS
Library Assistant	LA
Dr. Meran Keshawa Ediriweera	MKE
Ms. Nishara Batagoda	NB
Dr. Narmada Fernando	NF
Dr. Nilupa Gunaratne	NG
Dr. Nadeesha Lewke Bandara	NLB
Prof. Nimal Punyasiri	NP
Prof. Prasanna Galhena	PG
Dr. Ruwandi Ranasinghe	RR
Prof. Raj Somadeva	RS
Ms. Rupika Wijesinghe	RW
Senior Assistant Registrar	SAR
Dr. Sumadee De Silva	SDS
Prof. Saroj Jayasinghe	SJ
Dr. Sisira L. Pathirana	SLP
Prof. Shiroma Mangalika Handunnetti	SMH
Prof. Sunil Premawansa	SP
Dr. Sameera Ranganath Samarakoon	SRS
Mr. Sashika Niranjana	SN
Technical Officer	TO
Prof. Wipula Yapa	WY

Research Collaborators

Name	Designation and Work Place	Abbreviation
Prof. Marie Allen	Professor, Genetics and Pathology, University of Uppsala, Sweden	MA
Prof. Goran Andersson	Professor, Swedish Agricultural University, Sweden	GA
Prof. Preethika Angunawela	Former Professor in Pathology, Faculty of Medicine, UoC	PA
Prof. Erik Rudloff-Bongcam	Professor, Swedish Agricultural University, Sweden	ERB
Prof Iqbal Chaudhury	Director, HEJ Research Institute, University of Karachi, Pakistan	IC
Prof. Ranil Dassanayake	Senior Professor in Biochemistry & Molecular Biology, Department of Chemistry, Faculty of Science, UoC	RD
Prof. Dilip De Silva	Former Professor of Organic Chemistry, Faculty of Science, UoC	DDS
Prof. Janaka De Silva	Professor of Medicine, Faculty of Medicine, UoK	JDS
Prof. Shamy De Silva	Professor in Paediatrics, Department of Paediatrics, UoC	SS
Prof. Tuly De Silva	Emeritus Professor, Link Natural Products Pvt Ltd	TDS
Prof. Deepika Fernando	Professor in Parasitology, Faculty of Medicine, UoC	DF
Prof. Shamini Gunawardena	Professor in Parasitology, Faculty of Medicine, UoC	SG
Prof. Saroj Jayasinghe	Professor of Clinical Medicine, Faculty of Medicine, UOC	SJ
Prof. Nisha Kottearachchi	Professor in Biotechnology, Wayamba University	NK
Prof. Needra Karunaratne	Professor in Biochemistry, University of Peradeniya	NK
Prof Veranja Karunaratne	Professor of Chemistry, UoP	VK
Prof. Neelika Malavige	Director, Dengue Research Center, USJP	NM
Prof. Keethesan Nathkunam	Professor in Immunology, University of New England, Australia	KN
Prof. Andreas Nitsche	Professor in Virology, Robert Koch Institute, Germany	AN
Prof. Andrew Nguyen	Professor in Molecular Biology, City University of New York, USA	AN
Prof. Madunil Anuk Niriella	Professor in Gastroenterology, Faculty of Medicine, UOK	MAN
Prof. Sunil Premawansa	Professor Emeritus, University of Colombo	SP
Prof. Alessio Papini	Director, Tropical Herbarium, University of Florence, Italy	AP
Prof. Senaka Rajapakse	Director PGIM, Professor in Clinical Medicine, Faculty of Medicine, UoC	SR
Prof. Sree Rajeev	Professor in Veterinary Science, University of St Kitts, West Indies	SRV
Prof. Maanasa Raghavan	Neubauer Family Assistant Professor, Department of Human Genetics, University of Chicago, USA	MR
Prof. W D Ratnasooriya	Professor Emeritus, University of Colombo	WDR
Prof. Suranjith Seneviratne	Professor in Immunology, Royal Free Hospital & University College London Centre for Immunodeficiency, UK	SS

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Prof. Alessandro Sette	Professor in Immunology, La Jolla Institute for Allergy and Immunology, USA	AS
Prof. Rohan Siriwardana	Professor in Gastroenterology and Hepatobiliary Surgery, Faculty of Medicine, UOK	RS
Prof Raj Somadeva	Senior Professor of Archeology, Postgraduate Institute of Archeology, University of Kelaniya	RSV
Dr K Thangaraj	Director, Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad. Senior Principle Scientist, Center for Cellular & Molecular Biology (CCMB), Hyderabad, India	KT
Prof. Shyama Weerakoon	Profesor of Botany, Open University of Sri Lanka	SW
Prof. Rajitha Wickremesinghe	Professor in Community Medicine, Faculty of Medicine, UoK	RW
Dr. Achyut Adhikari	Assistant Professor, Department of Chemistry, Tribhuvan University, Kirtipur, Nepal	AA
Dr. Navodha Atapattu	Consultant Paediatric Endocrinologist, LRH	NA
Prof. Enoke Corea	Senior Lecturer, Faculty of Medicine, UoC	EC
Dr. Dhanushka Dassanayake	Consultant Immunologist, Teaching Hospital, Kandy	DD
Dr. Dharshan De Silva	Senior Lecturer, Kotelawala Defence University, Ratmalana	DDS
Dr. Kanishka De Silva	Consultant Oncological Surgeon, National Cancer Institute	KDS
Dr. Rajiva De Silva	Consultant Immunologist, Medical Research Institute	RDS
Dr. N. Devipriya	SASTRA University, India	ND
Dr. Kumudu Fernando	Former Director, Agri Biotechnology Centre, UoP	KF
Dr. Geethani Galagoda	Consulatant Virologist, Medical Research Institute, Lanka Hospital	GG
Dr. Dinara Gunasekera	Director of Chemistry, New Frontier Bio, Cambridge Massachusetts, United States	DG
Dr. Jude Jayamaha	Consultant Virologist, Medical Research Institute	JJ
Dr. Eresha Jasinge	Consultant Chemical Pathologist, LRH	EJ
Dr. Lilani Karunanayake	Consulatnt Microbiologist, Medical Research Institute	LK
Dr. GA Sirimal Premakumara	Director General, Industrial Technology Institute,	GSP
Dr. Gayani Premawansa	Consultant Physician, North Colombo Teaching Hospital	GP
Dr. Risintha Premaratne	Scientist at WHO-SEARO	RP
Dr. Niraj Rai	Scientist “C”, The Birbal Sahni Institute of Palaeosciences, India	NR
Dr. Radhika Samarasekera	Director General, Industrial Technology Institute	RS
Dr V Vadivel	SASTRA University, India	VV
Mr. D Kottawa-Arachchi	Research Officer, Tea Research Institute, Talawakele	DKA
Mr. U.I.K. Galappatti	Senior Lecturer, University of Ruhuna	UIKG
Mr. Mendis Wickremasinghe	Chairman, Sri Lanka Herpatological Society	MW



Align with Sustainable Development Goals

Institutional Goal	Relevant sustainable Development Goal
Goal No: 1 To produce High Quality Internationally recognized postgraduates in Molecular Life Sciences and allied fields	Goal 4: Quality education Goal 3: Good health and well-being Goal 1: No poverty Goal 2: Zero hunger Goal 5: Gender equality
Goal No: 2 To be the Centre of Excellence in Genomics, Proteomics, Biochemistry, Biotechnology, Bioinformatics and Immunology contributing to National Development	Goal 9: Industry, Innovation, and Infrastructure Goal 4: Quality education Goal 3: Good health and well-being Goal 15: Life on land Goal 17: Partnership for the goals Goal 2: Zero hunger
Goal No: 3 To achieve the excellence in infrastructure and human resources.	Goal 4: Quality education Goal 8: Decent work and economic growth Goal 9: Industry, Innovation, and Infrastructure
Goal No: 4 To achieve the financial stability	Goal 8: Decent work and economic growth Goal 16: Peace, justice and strong institutions Goal 17: Partnership for the goals Goal 1: No poverty Goal 2: Zero hunger Goal 12: Responsible consumption and production
Goal No: 5 To promote Good Governance	Goal 8: Decent work and economic growth Goal 10: Reducing inequalities Goal 5: Gender equality Goal 16: Peace, justice and strong institutions

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Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
Goal 1. To produce High Quality Internationally recognized postgraduates in Molecular Life Sciences and allied fields																
Objective 1.1 Introduce new programmes and sustain the full capacity of the existing Programmes																
Strategy 1.1.1 Introduction to new postgraduate programmes																
1.1.1.1	Update and getting approval by relevant internal bodies for MMBB Syllabi	BoS, MMBB	X	X	X	X	X								10	
1.1.1.2	Getting approval by relevant internal bodies for By-laws	BoS, MMBB			X	X	X	X							20	
1.1.1.3	UGC approval -MMBB	BoS, MMBB							X	X	X	X	X	X	5	
Strategy 1.1.2. Develop effective advertising mechanism to attract graduates from state and private universities (Link the IBMBB website to other social media)																
1.1.2.1	Update the website and the social media Coordinate with UoC website	KSS/ Program Coordinator s/SRS	X	X	X	X	X	X	X	X	X	X	X	X	100	
1.1.2.2	Promote study programmes and Internships	BDU	X	X	X	X	X	X	X	X	X	X	X	X	200	
1.1.2.3	Produce elaborative promotional material displaying strengths and capacities	KSS, NLB	X	X	X	X	X	X	X	X	X	X	X	X	200	
Strategy 1.1.3 Develop online/ blended learning programmes																
1.1.3.1	Design course online materials (eg: Recorded lectures and practical, interactive lecture material)	BoS	X	X	X	X	X	X	X	X	X	X	X	X	500	
1.1.3.2	Upgrade and sustain LMS	KSS	X	X	X	X	X	X	X	X	X	X	X	X	-	
1.1.3.3	Implement continuous training on developing specific online material	SDS			X			X			X			X	400	
1.1.3.4	Obtain student and teacher feedback on online/blended learning	QAC			X						X				100	
Strategy 1.1.4 Facilitate the online applications throughout the whole year																
1.1.4.1	Update the website and the payment gateway	KSS, IT	X	X	X	X	X	X	X	X	X	X	X	X	50	

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Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks	
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c			
Strategy 1.1.5 Increase the visibility of institute																	
1.1.5.1	Organize an Annual Open Day	BDU								X	X	X	X		100		
1.1.5.2	Physical promotional visits to state and private universities	BDU							X	X	X	X	X		100		
1.1.5.3	Implement regular industry visits	BDU			X			X			X			X	50		
1.1.5.4	Update the website and other social media	KSS, BDU	X	X	X	X	X	X	X	X	X	X	X	X	50		
Strategy 1.1.6 Establish and getting feedback, news alert from Alumni (web activities)																	
1.1.6.1	Establishment of Alumni Association	RR	X	X	X	X	X	X							10		
1.1.6.2	Maintain a forum on website	KSS							X	X	X	X	X	X	10		
Strategy 1.1.7 Feedback from the current students																	
1.1.7.1	Implement biannual student feedback on teaching, learning and assessments	QAC, KSS						X	X					X	X	10	
1.1.7.2	Identify the improvements needed	QAC								X						-	
1.1.7.3	Implement corrective measures and obtain feedback	QAC									X	X	X	X	X	30	
1.1.7.4	Update the website on outcomes of the feedback process	KSS, QAC												X	X	-	
Strategy 1.1.8 The collaboration with the industry to entertain sponsorship for their candidates to enroll for MSc/Masters																	
1.1.8.1	Implement a scheme in entertaining industry sponsored candidates	BDU	X	X	X	X	X	X	X	X	X	X	X	X	X	10	
Strategy 1.1.9 Strengthening the career prospects of IBMBB graduates																	
1.1.9.1	Organize annual career guidance forum	BDU, Programme Coordinators	X												X	50	
1.1.9.2	Strengthening student mentoring program	Academic Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	200	
Strategy 1.1.10 Secure applied research projects/themes as a material for ongoing MSc projects																	
1.1.10.1	Establish new collaboration and sustain existing projects/themes with Universities, Research Institutes and Industry	Academic Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	200	

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Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
Objective 1.2 Enhance teaching and learning environment by adopting appropriate strategies																
Strategy 1.2.1 Comply with Sri Lanka Quality framework standards																
1.2.1.1	Complete self-evaluation for compliance with SLQF qualification descriptors	QAC	X	X	X	X	X	X							15	
1.2.1.2	Complete self-evaluation for compliance with SLQF level descriptors	QAC	X	X	X	X	X	X								
Strategy 1.2.2 Promote outcome-based education																
1.2.2.1	Facilitate quality research through Masters programme	Programme Coordinators	X	X	X	X	X	X	X	X	X	X	X	X	1,000	
1.2.2.2	Evaluate the alignment of course specific learning outcomes with programme outcomes/graduate profiles	BoS MLS/ CMI/BI	X	X	X	X	X	X	X	X	X	X	X	X	100	
1.2.2.3	Align teaching learning assessments with learning outcomes	BoS MLS/ CMI/BI	X	X	X	X	X	X	X	X	X	X	X	X	100	
1.2.2.4	Assess the attainment of learning outcomes	BoS MLS/ CMI/BI	X	X	X	X	X	X	X	X	X	X	X	X	100	
1.2.2.5	Conduct regular programme review	Academic Staff					X	X	X						10	
Strategy 1.2.3 Facilitate student centered learning																
1.2.3.1	Introduce/ continue novel student-centered teaching learning activities (eg: Coursera,PBL, SGD)	Academic Staff	X	X	X	X	X	X	X	X	X	X	X	X	50	
1.2.3.2	Increase the contribution from student centered learning activities to continuous assessments	Academic Staff	X	X	X	X	X	X	X	X	X	X	X	X	60	
1.2.3.3	Facilitate student engagement in quality assurance	QAC, BoS MLS/CMI/ BI	X	X	X	X	X	X	X	X	X	X	X	X	20	
1.2.3.4	Improve ICT access by Students	KSS, NB	X	X	X	X	X	X	X	X	X	X	X	X	1,000	
Strategy 1.2.4 Introduce Student Internship																
1.2.4.1	Introduce student internships/industrial training through collaborations with industry	BDU, Programme coordinators	X	X											100	

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Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
1.2.4.2	Obtain the feedback from industry on the performance of interns	BDU, QAC													50	
Goal 2. To be the Centre of Excellence in Genomics, Proteomics, Biochemistry, Biotechnology, Bioinformatics and Immunology contributing to National Development																
Objective 2.1 Increase / Maintain international recognition of Faculty members																
Strategy 2.1.1 Strengthen the capacity building of faculty members																
2.1.1.1	Facilitate continuous professional development	Director, SAR, DB	X	X	X	X	X	X	X	X	X	X	X	X	300	
2.1.1.2	Initiate a mechanism of financing academic enhancement (Training, publishing and etc)	Director, DB				X	X	X	X	X	X	X	X	X	300	
2.1.1.3	Draft and implement SOP in financing activity 2.1.1.2	Director, DB							X	X	X	X	X	X	5	
Strategy 2.1.2 Make an annual academic appraisal																
2.1.2.1	Conduct student feedback on teacher performance	QAC, AR			X						X				-	
2.1.2.2	Peer evaluation of teaching	Director, QAC			X						X				25	
2.1.2.3	Introduce self-appraisal system for all academic engagements	Academic Staff, SAR, AR											X		-	
Strategy 2.1.3 Introduction and maintenance of Academic profiles																
2.1.3.1	Update Academic profiles	KSS/Academic Staff	X	X	X	X	X	X	X	X	X	X	X	X	100	
Objective 2.2. Establish new and continue ongoing nationally relevant research programmes																
Strategy 2.2.1 Recognize and implement key nationally relevant research themes using tools of Molecular Life Sciences, Immunology and Bioinformatics																
2.2.1.1	Identify 4 new nationally relevant research themes in priority areas requiring solutions	Director, Academic Staff	X	X	X										1,000	
2.2.1.2	Establish previously decided research themes by aligning existing and new research projects	Director, Academic Staff				X	X	X							-	
2.2.1.3	Facilitate the execution of identified projects by securing funding, infrastructure, human resources and collaborations	Director, Academic Staff				X	X	X	X	X	X	X	X	X	100	

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Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
2.2.1.4	Implement an appropriate mechanism to review the periodical progress of activity 2.2.1.2 and 2.2.1.3	Director, Academic Staff, SAR, AR, DB							X	X	X	X	X	X	50	
Objective 2.3. Consolidate research and developments, services and consultations with viable third parties																
Strategy 2.3.1 Identify potential R & D, services and consultations that can be collaborated with third parties																
2.3.1.1	Identify potential third parties	Director/Academic & supportive staff /BDU	X	X	X	X	X	X	X	X	X	X	X	X	50	
2.3.1.2	Periodical negotiation with potential collaborators to identify requirements and to make aware of IBMBB capacity	Director/Academic & supportive staff /BDU	X	X	X	X	X	X	X	X	X	X	X	X	-	
2.3.1.3	Establish new and strengthen the existing collaborative assignments	Director/Academic & supportive staff /BDU	X	X	X	X	X	X	X	X	X	X	X	X	500	
2.3.1.4	Entertain new MoUs, MTAs and Bilateral agreements	Director/Academic & supportive staff /BDU	X	X	X	X	X	X	X	X	X	X	X	X	100	
2.3.1.5	Periodical review of progress	Director/Academic & supportive staff /BDU	X	X	X	X	X	X	X	X	X	X	X	X	50	
2.3.1.6	Obtain annual feedback from contracted third parties	Director/QAC											X	X	-	
Strategy 2.3.2 Strengthen cooperation with other Faculties /Universities and private sector Educational Institutes																
2.3.2.1	Identify the scopes in assisting the activities of other HEIs	Director/Academic & supportive staff /BDU	X	X	X	X	X	X	X	X	X	X	X	X	50	
2.3.2.2	Share the infrastructure and human resources	Director/Academic & supportive staff /BDU	X	X	X	X	X	X	X	X	X	X	X	X	200	
2.3.2.3	Conduct biannual audit on all collaborative activities committed with other HEIs	Director/Academic & supportive staff /BDU					X	X					X	X	10	
2.3.2.4	Obtain annual feedback from contracted HEI	Director/QAC											X	X	-	

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Activity No	Activity Name	Responsibility	2022													Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c			
Objective 2.4. Become a focal center in providing knowledge, facilities, expertise and consultancies in the fields of Life Sciences, Immunology, Bioinformatics and allied fields at national policy planning																	
Strategy 2.4.1 Make aware the capacities and expertise in life sciences																	
2.4.1.1	Design and implement specific mechanisms in highlighting current commitments and future scopes in undertaking task at national policy making	Director/ KSS/ BDU /QAC	X	X	X	X	X	X	X	X	X	X	X	X	X	100	
2.4.1.2	Showcase the capacities and expertise of IBMBB to the general public	Academic & Academic Support/ BDU	X	X	X	X	X	X	X	X	X	X	X	X	X	100	
2.4.1.3	Organize and contribute to national and international workshops and scientific forums	Academic & Academic Support/ BDU	X	X	X	X	X	X	X	X	X	X	X	X	X	400	
Strategy 2.4.2 Identify scopes in contributing national policy planning																	
2.4.2.1	Continuous review of the national requirement in policy planning	Director / SAR/ AR/ DB	X	X	X	X	X	X	X	X	X	X	X	X	X	10	
2.4.2.2	Critical evaluation and identification of requested tasks in achieving the expected goals and their sustainability	Director / SAR/ AR/ DB/ Academic & Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	X	50	
2.4.2.3	Initiate dialogues with relevant ministries	Director / SAR/ AR/ DB/ Academic & Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	X	5	
Strategy 2.4.3 Contribute to national policy planning on pre-identified tasks																	
2.4.3.1	Active participation in compiling concept papers, proposals and policies	Director / SAR/ AR/ DB/ Academic & Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	X	-	
2.4.3.2	Review the outcomes of all commitments in national policy planning	Director / SAR/ AR/ DB/ Academic & Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	X	10	

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Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
2.4.3.3	Obtain assignment-based feedback	Director / SAR/ AR/ DB/ Academic & Academic support staff/ QAC	X	X	X	X	X	X	X	X	X	X	X	X	20	
Objective 2.5. Establish a repository of archives of landmark developments in Molecular Life Sciences and allied fields																
Strategy 2.5.1 Comprehensive repository of archives in Molecular Life Sciences and allied fields																
2.5.1.1	Appointing a committee to identify and recommend documents and artifacts to be archived	Director/ SAR	X	X											-	
2.5.1.2	Create an inventory of existing documents and artifacts to be archived and label accordingly	Academic support / TO/ Admin/ Appointed committee			X	X	X	X	X	X	X				200	
2.5.1.3	Identify appropriate documents and artifacts that are newly acquired and label accordingly	Academic support / TO/ Admin/ Appointed committee	X	X	X	X	X	X	X	X	X	X	X	X	20	
2.5.1.4	Strengthening the infrastructure for archiving purpose	Academic support / TO/ Admin/ Appointed committee			X	X	X	X	X	X	X	X	X	X	250	
2.5.1.5	Aligning physical and digitalized archives models	KSS							X	X	X	X	X	X	100	
Strategy 2.5.2 Establishing a policy on archiving																
2.5.2.1	Compile and get approval for a concept paper that elaborates all the rules and regulations pertaining to archiving	Committee appointed under 2.5.1.1			X	X	X	X							20	
2.5.2.2	Periodical review of the concept policy	Committee appointed under 2.5.1.1												X	20	
2.5.2.3	Adopt recommendation made by the expert committee during the process of reviewing	Academic support /TO/ Admin/ Appointed committee												X	50	

Action Plan 2022 – IBMBB, University of Colombo

Activity No	Activity Name	Responsibility	2022												Estimated cost Rs (*000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
Strategy 2.5.3 Training of staff on DMS and archiving																
2.5.3.1	Identify the objectives and contents for periodical training	KSS/ Director/ Admin	X	X	X										-	
2.5.3.2	Execute the periodical training and obtaining the feedback	KSS/ Director/ Admin						X					X		100	
2.5.3.3	Incorporate the highlighted changes in training based on the feedback	KSS/ Director/ Admin							X					X	-	
Goal 3. To achieve the excellence in infrastructure and human resources.																
Objective 3.1. Enhance instrumentation, laboratory and library facilities																
Strategy 3.1.1 Development and implementation of an instrument acquisition and maintenance policy by referring to the current requirement in teaching and research and the depreciation of existing instrumentations																
3.1.1.1	Update the asset management system indicating the cumulative/annual depreciation	TO/ DB	X	X	X	X	X	X							100	
3.1.1.2	Compilation of annual list of requirements based on the actual need, existing stocks, available funding and cumulative depreciation	3 BoS / DB/ TO	X										X	X	50	
3.1.1.3	Activate and maintain service agreements with the relevant suppliers	TO/ Admin	X	X	X	X	X	X	X	X	X	X	X	X	100	
3.1.1.4	Compilation and update of operating manual for each instrument	TO/ Relevant Academic/ Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	25	
3.1.1.5	Maintenance of user logbooks	TO/ Lab Attendants	X	X	X	X	X	X	X	X	X	X	X	X	-	
Strategy 3.1.2 Development and implementation of new laboratory establishment policy by addressing the current and future demands																
3.1.2.1	Identify new potential areas in teaching, research, training and services and align them with the requirement of additional laboratory infrastructure	Director/ Academic staff/ Academic support staff/ TO			X	X	X	X	X	X	X				600	

Action Plan 2022 – IBMBB, University of Colombo

Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
3.1.2.2	Execute a critical audit of the proposed laboratory expansion	Director/ Academic staff/ Academic support staff/ TO/ DB								X	X	X			-	
3.1.2.3	Initiate mechanism to execute the proposed laboratory expansion	Director/ Academic staff/ Academic support staff/ TO/ SAR									X	X	X	X	300	
Strategy 3.1.3 Acquisition and upgrading of IT infrastructure facilities																
3.1.3.1	Identify the acquisition and upgrades in terms of both hardware and software by revisiting the requirement of teaching, research, services and consultations	Academic staff/ Academic support staff/ KSS	X	X	X										1,000	
3.1.3.2	Compile a comprehensive concept paper highlighting the proposed acquisition and upgrades	Academic staff/ Academic support staff/ KSS			X	X	X								-	
3.1.3.3	Initiate a mechanism in executing the tasks mentioned in the concept paper	Academic staff/ Academic support staff/ KSS								X	X	X	X	X	-	
3.1.3.4	Periodical review of the progress	Academic staff/ Academic support staff/ KSS/ QAC												X	-	
Strategy 3.1.4 Reorganize and establish a networking as centralize library facility																
3.1.4.1	Comprehensive cataloging and acquisition maintenance	SAL,UoC/ AR/ LIA	X	X	X	X									200	
3.1.4.2	Overall rearrangement of the setting at the library	SAL,UoC/ AR/ LIA	X	X											-	
3.1.4.3	Implement open-source software that facilitate networking	SAL,UoC/ AR/ LIA/ KSS				X	X	X							200	

Action Plan 2022 – IBMBB, University of Colombo

Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
3.1.4.4	New acquisition and subscriptions of essential material	SAL,UoC/AR/ LIA					X	X	X	X	X	X			600	
3.1.4.5	Annual feedback on the facilities and services provided by the library	SAL,UoC/AR/ LIA											X	X	200	
Objective 3.2. Empower Human Resources and acquisition of new cadres																
Strategy 3.2.1. Establishment of institutional staff development unit (ISDU) and align with Staff Development Center, UoC																
3.2.1.1	Conduct Feasibility study on establishment of ISDU	Director, QAC	X	X	X	X									-	
3.2.1.2	Development of policy for ISDU & Establishment of ISDU	Director, QAC					X	X	X	X					100	
3.2.1.3	Preparation of a comprehensive human resource (HR) policy on recruitment, retention, performance appraisal, career development, promotion, leave, grievance, rewards, occupational health and safety.	ISDU			X	X	X								100	
3.2.1.4	Guide the newly recruited academic staff on their career development by the professors/senior academic members in respective BOS and ISDU	3 BoS and ISDU	X	X	X	X	X	X	X	X	X	X	X	X	100	
3.2.1.5	Direct and facilitate the staff for continuous professional development programmes appropriately	ISDU	X	X	X	X	X	X	X	X	X	X	X	X	200	
3.2.1.6	Specify responsibilities and job descriptions of all categories of staff and make known to each member at the time of appointment.	Director & SAR	X	X											-	
3.2.1.7	Obtain staff feedback regularly through diverse means and address concerns adequately	Director, SAR & QAC											X	X	-	

Action Plan 2022 – IBMBB, University of Colombo

Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
3.2.1.8	Identify the Training needs of Non-academic staff develop training guidelines and schedule	Director, SAR, AR											X	X	100	
3.2.1.9	Establish a mechanism to handle staff grievances	Director, SAR			X										10	
Strategy 3.2.2 Establishment of performance-based evaluation process																
3.2.2.1	Establish a performance-based evaluation process align with the HR policy of the institute	ISDU		X	X										-	
3.2.2.2	Place a mechanism for allocation of workload to staff is transparent and fair. Use this workload for performance-based evaluation	ISDU			X	X									-	
3.2.2.3	Take remedial actions to address performance-based issues	Admin/ ISDU								X	X				100	
3.2.2.4	Formulate and execute a mechanism in recognizing the faculty with outstanding teaching performance	Director/ Programme Coordinators / QAC									X	X			500	
Strategy 3.2.3 Annual upgrading of new cadres based on the requirement																
3.2.3.1	Review annually the cadre requirement as per the approved staff: student ratio.	Director & SAR				X									-	
Goal 4. To achieve the institutional financial stability																
Objective 4.1. Enhance revenue																
Strategy 4.1.1 Engagement in services, consultancies, teaching and training on fee levy basis																
4.1.1.1	Design and implement new short/certificate courses	Academic/ Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	300	
4.1.1.2	Continuation of existing short/certificate courses	Academic/ Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	150	
4.1.1.3	Facilitate external service requirement	All Staff	X	X	X	X	X	X	X	X	X	X	X	X	200	

Action Plan 2022 – IBMBB, University of Colombo

Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
4.1.1.4	Promote internships	Academic/ Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	100	
4.1.1.5	Sustain the maximum capacity for student intake (Mentioned in Objective 1.1)	Academic/ Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	500	
Strategy 4.1.2 Strengthening fund raising																
4.1.2.1	Reactivate cancer endowment fund	SRS	X	X	X	X	X	X							10	
4.1.2.2	Initiate IBMBB Alumni	SRS/ RR	X	X	X	X	X	X							10	
4.1.2.3	Facilitate activities mentioned in Strategy 4.1.1	Director/ DB/ SAR													-	
Objective 4.2 Engage in Corporate social responsibilities																
Strategy 4.2.1 Strengthen engagement with public																
4.2.1.1	Conduct awareness programme targeting relevant social segments	Academic/ Academic support staff	X	X	X	X	X	X	X	X	X	X	X	X	50	
4.2.1.2	Facilitate selected activities executed by cultural triangle through PGIAR	RR							X	X	X	X	X	X	50	
4.2.1.3	Enriching teaching and learning activities targeting advance level students following Biology/ Technology stream (Mentioned in Activity 4.1.1.1)	Academic/ Academic support staff	X	X	X										200	
Strategy 4.2.2 Conduct Social Harmony Programmes																
4.2.2.1	Organize annual blood donation camp	All Staff						X	X						50	
4.2.2.2	Carryout annual event at Apeksha Hospital	All Staff						X	X						75	
4.2.2.3	Conduct annual school programme targeting resource limited Advance Level students	All Staff						X	X						150	

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Activity No	Activity Name	Responsibility	2022												Estimated cost Rs ('000)	Remarks
			J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c		
Goal 5. To promote Good Governance																
Objective 5.1. To practice good governance at all levels																
Strategy 5.1.1 Strengthen and sustain an effective management structure in safeguarding the practices pertaining to good governance																
5.1.1.1	Establish an institutional policy that safeguards the interest of all staff, students & concern parties directly involve with the institutional activities	Director/ Admin						X	X	X					50	
5.1.1.2	Adherence to ethical conduct in teaching, training, research and consultations	All staff	X	X	X	X	X	X	X	X	X	X	X	X	-	
5.1.1.3	Implement a policy in safeguarding equal rights	Director/ Admin										X	X	X	-	
Strategy 5.1.2 Compliance to existing quality framework																
5.1.2.1	Make the staff and students aware of the existing quality framework	Director/ QAC	X	X	X	X	X	X	X	X	X	X	X	X	10	
5.1.2.2	Adhere to existing quality framework and demonstrate through evidence	Director/ QAC	X	X	X	X	X	X	X	X	X	X	X	X	10	
5.1.2.3	Conduct self-evaluation on 10 criteria under institutional review and take necessary actions/ corrective measures to achieve the standards	Director/ QAC	X	X	X	X	X	X	X	X	X	X	X	X	10	
5.1.2.4	Visualize the institutional compliance to existing quality framework through IBMBB website	Director/ QAC	X	X	X	X	X	X	X	X	X	X	X	X	20	
Strategy 5.1.3 Enhance Staff & Student welfare activities																
5.1.3.1	Reenergize the staff welfare society and facilitate activities to safeguard the staff welfare	Welfare society	X	X	X	X	X	X	X	X	X	X	X	X	50	
5.1.3.2	Establish a student welfare society (Composition: Academic advisor, senior treasurer, student representatives)	Programme Coordinator s/ AR				X	X	X							75	
5.1.3.3	Maintenance of insurance scheme	DB	X	X	X	X	X	X	X	X	X	X	X	X	200	

Note:

- ❖ Personnel emolument will be completely recovered by the treasury funds for recurrent expenditure.
- ❖ Projected costing for the year 2022 is based on treasury funds for capital expenditure, treasury funds for recurrent expenditure in terms of supplies and maintenance and 2% of the generated funds.
- ❖ Projected generated funds will be dispersed in following manner within each BoS.
 - Recurrent expenditure : 78%
 - Expenses in relation to institutional activities : 2%
 - Institutional Development fund : 10%
 - Equipment fund : 5%
 - Director vote : 5%

Procurement Plan 2022

Master Procurement Plan									
Procurement Plan for The Year 2022									
Institute of Biochemistry and Meloculour Biology									
Name of the Project	Procurement Category (Goods, Works, Services)	Estimated Cost (Rs.Mn)	Source of Financing Name of the Donor	Procurement Method (NCB, ICB, Shopping)	Priority Status (Urgent, Priority, Normal)	Level of Authority	Current Status of procurement preparedness activities	Schedule date of commencement	Schedule date of completion
Rehabilitation and Improvement of Capital Assets									
New Construction									
Renovation work in front cannabis of the Institute Building (front)	Works	0.50	GOSL	HOD	Priority	DPC	To be awarded		
Repair of Elisa Plate Reader in Laboraratory 313	Works	1.50	GOSL	NCB	Priority	DPC	To be awarded		
Improvement of Section of Microscope Trincular with Camara system in Level 303	Works	1.00	GOSL	NCB	Priority	DPC	To be awarded		
		3.00							
ACUISITION OF FIXED ASSETS									
LAB -302-Elecrode for PH Metre	Goods	0.06	GOSL	NS	Priority	Director	Identified	2/1/2022	2/25/2022
LAB 312 -Grinder heavy duty	Goods	0.05	GOSL	NS	Priority	Director	Identified	2/2/2022	2/16/2022
LAB -111 -Ultra low Freezer-80 c'	Goods	0.50	GOSL	NS	Urgent	Director	Identified	6/1/2022	6/5/2022
Molacular Life Science									
Micro centrifuge Refrigerator Lab 212** 2.2	Goods	2.00	GOSL	NS	Normal	D/DPC	Identified	8/1/2022	8/24/2022
Micropipette	Goods	0.02	GOSL	NS	Normal	Director	Identified	5/22/2022	6/26/2022
Manual Plate Washer for Lab no212	Goods	0.30	GOSL	NS	Normal	Director	Identified	5/1/2022	24/4/2022
Mini Spin	Goods	0.25	GOSL			Director	In Process		
Filling Cabinet -Prof .Nimal/Dr Nilupa	Goods	0.080	GOSL	NS	Normal	Director	Identified	1/4/2022	1/7/2022

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Celluar Molecular Immunology									
Micro SD Class 10 32GB	Goods	0.02	GOSL	NS	Priority	HOD	Identified	8/1/2022	8/24/2022
water bath set 13 litre	Goods	0.20	GOSL	NS	normal	HOD	In Process	1/1/2022	1/5/2022
Electronic weighing Scale	Goods	0.04	GOSL	NS	priority	HOD	In Process	8/3/2022	8/2/2022
PCR Workstation	Goods	0.40	GOSL	NS	Urgent	DPC	in process	1/15/2022	3/7/2022
IBMBB Office									
CCTV Camara for labs	Goods	0.20	GOSL	NS	Normal	HOD		6/1/2022	6/4/2022
Finance Division									
Steel cupboard	Goods	0.08	GOSL	NS	Priority	HOD		3/14/2022	3/30/2022
Information Technology Department									
Telephone	Goods	0.04	GOSL	NS	Priority	HOD		1/4/2022	1/7/2022
Library									
Periodicals	goods	0.05	GOSL	NS	Normal	HOD		2/3/2022	3/14/2022
Books for MLS Research	Goods	0.10	GOSL	NS	Normal	HOD		10/3/2022	5/15/2022
Book Display Rack - Wooden	Goods	0.04	GOSL	NS	Urgent	HOD		10/1/2022	10/3/2022
Books for CMI	Goods	0.20	GOSL	NS	Priority	HOD/DPC		3/4/2022	10/7/2022
BOOKS for BI	Goods	0.25	GOSL	NS	Priority	HOD/DPC		5/4/2022	5/30/2022
Books for Research	Goods	0.10	GOSL	NS	Normal	HOD/DPC		1/31/2022	2/28/2022
Library Cupboards	Goods	0.05	GOSL	NS	Normal	HOD		2/13/2022	3/1/2022
		0.79							
		5.03							
CONSUMABLES									
Stationery and Office Requisites	Goods	0.34	GOSL	NS/NCB	Urgent	HOD/DPC		1/1/2022	31/12/2022
Fuel and Lubricants	Goods	0.32	GOSL	NS/NCB	Urgent	HOD/DPC		1/2/2022	31/12/2022
Uniforms	Goods	0.02	GOSL	NS/NCB	Urgent	HOD/DPC		1/3/2022	31/12/2022
Chemical & Glassware *	Goods	3.10	GOSL	NS/NCB	Urgent	HOD/DPC		1/5/2022	31/12/2022
Other	Goods	0.01	GOSL	NS/NCB	Urgent	HOD/DPC		1/6/2022	31/12/2022
		3.79							

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<u>MAINTENANCE</u>									
Vehicles	Service	0.22	GOSL	NS	Urgent	Director		1/7/2022	31/12/2022
Plant and Machinery Equipment repairs	Service	0.05	GOSL	NS	Urgent	Director		1/8/2022	31/12/2022
Building and structure Repaire	Service	1.58	GOSL	NS	Urgent	D/DPC		1/9/2022	31/12/2022
Other	Service	0.02	GOSL	NS	Urgent	Director		1/11/2022	31/12/2022
		1.87							
<u>CONTRACTUAL SERVICES</u>									
Security Services	Services	2.00	GOSL	NCB	Urgent	DPC		1/1/2022	31/12/2022
Cleaning Services	Services	1.90	GOSL	NCB	priority	DPC		1/1/2022	31/12/2022
A/C System	Services	0.20	GOSL	NS	priority	Director		1/1/2022	31/12/2022
Elevator	Services	0.10	GOSL	NS	priority	Director		1/1/2022	31/12/2022
Microscope Service Agreement	Services	0.08	GOSL	NS	priority	Director		1/1/2022	31/12/2022
CCTV Service Agreement	Services	0.30	GOSL	NS	priority	Director		1/1/2022	31/12/2022
Accounting Package software	Services	0.08	GOSL	NS	priority	Director		1/1/2022	31/12/2022
Photocopy Service agreements	Services	0.10	GOSL	NS	priority	Director		1/1/2022	31/12/2022
Transport	Services	0.45	GOSL	Direct	Urgent	Director	Initiated	1/1/2022	31/12/2022
Electricity	Services	7.10	GOSL	Direct	Urgent	Director		1/2/2022	31/12/2022
Rates and Local Tax	Services	0.22	GOSL	Direct	Urgent	Director		1/3/2022	31/12/2022
Telecommunication-PABX(TelePhone)	Services	1.88	GOSL	Direct	Urgent	Director		1/4/2022	31/12/2022
Water	Services	0.36	GOSL	Direct	Urgent	Director		1/5/2022	31/12/2022
Printing and Advertising	Services	0.87	GOSL	Direct	Urgent	Director		1/1/2022	31/12/2022
Annual Service Agreements	Services	0.10	GOSL	Direct	Urgent	Director		1/2/2022	10/8/2022
		15.74							
		15.14							

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Generated Fund									
BIO INFORMATICS									
Air Conditioner 12000 BTU/Hr, -Split type	Goods	0.10	GF	NS	Normal	HOD	In process	2/2/2022	6/6/2022
Digital Tab	Goods	0.50	GF		Normal	HOD	In process	3/3/2022	5/1/2022
High end Computer	Goods	0.30	GF	NS	Normal	HOD/DPC	Identified	5/12/2022	6/30/2022
Molecular Life Science									
SEQUENCING MACHINE Computer and s/w -Lab 212	Goods	0.50	GF	NS	Normal	Director	In process	19/2/2022	31/12/2022
Ph. Meter		0.50	GF	NS	Normal	Director	Identified	2/2/2022	31/12/2022
Chemicals		0.90	GF	NS	Normal	Director	Identified	1/3/2022	31/12/2022
Reagents	Goods	0.60					Identified	1/3/2022	31/12/2022
Malamute Liaison	Goods	0.25	GF	NS	Normal	HOD/DPC	In process	1/4/2022	1/7/2022
Computer	Goods	0.85	GF	NS	Normal	HOD/DPC	Identified	5/3/2022	15/3/2022
Cellular and Molecular Immunology									
Reagents	Goods	0.95	GF	NS	Priority	Director	Identified	10/2/2022	31/12/2022
glass ware	Goods	0.90	GF	NS	Priority	Director	Identified	10/2/2020	31/12/2022
Chemicals	Goods	1.20	GF	NS	Priority	D/DPC	Identified	1/4/2021	31/12/2022
Macs separation /1.1	Goods	0.30	GOSL	NS	Priority	DPC	In Process	1/4/2022	1/7/2022
Plastic wares	Goods	0.24	GF	NS	Priority	Director	Identified	15/2/2020	31/12/2022
Micropipette	Goods	0.02	GF	NS	Priority	Director	In Process	1/5/2020	31/12/2022
Laptop computer	Goods	0.40	GF	NS	Priority	Director	In process	10/2/2020	31/12/2022
		8.51							
*GOSL = Government Funds, GF =Generated Funds									
Prepared by :							Approved by : Head of the Department		

Action Plan 2022 – IBMBB, University of Colombo

Notes:									
<u>Procurement for Recurrent Expenses in Generated Funds</u>									
Recurrent Expenses for 80% of the total Revenue generated by three BOS in the IBMBB and each BOS will be allocated above funds based on the proportion of income generated from the respective BOS .									
The formula will be calculated as follows									
BOS in Bio Informatics									
Percentage of BI = $\frac{\text{Number of Bio Informatics Students} * \text{Course Fee per Head}}{\text{Total Cost of Three BOS}}$									
BOS in Bio MLS									
Percentage for MLS = $\frac{\text{Number of MLS Students} * \text{Course Fee per Head}}{\text{Total Cost of Three BOS}}$									
BOS in CMI									
Percentage for CMI = $\frac{\text{Number of CMI Students} * \text{Course Fee per Head}}{\text{Total Cost of Three BOS}}$									
*GOSL = Government Funds, GF = Generated Funds									
Prepared by :								Approved by : Head of the Department	

Action Plan 2022 – IBMBB, University of Colombo

Internal Audit Plan 2022

Main Internal Audit Plan - 2022
Institute of Biochemistry, Molecular Biology and Biotechnology (IBMBB)

Name of the Institution		Ref. of Audit	Audit Field	Sample	Duration (No. of hours)
Institute of Biochemistry, Molecular Biology and Biotechnology (IBMBB)	A	Post Audit Activities			
		1	Planning & Controlling	70%	65
		2	Academic Activates	80%	78
		3	Resources Utilization	65%	98
		4	Formalizing the Administration of the staff	65%	98
		5	Receipts, Expenses & Advance	50%	98
	B	6	Cash Imprest Balance & Bank Reconciliation	50%	98
		7	Fixed Assets and Equipment	65%	98
		8	Stores & Stocks	80%	85
		Pre Audit Activities			
		1	Releasing of University Provident Fund	100%	131
		2	Releasing of Gratuity of the Employees	100%	35
	C	3	Releasing of University Pension Funds	100%	25
		4	Examining of bills on major construction projects	70%	90
		5	Inspection on arrears payments	50%	35
		Other Audit Activities			
		1	Special investigation carried out on the request of Vice-Chancellor	100%	10
	2	Conducting meetings of the Audit Committee in quarterly basis	100%	10	
Total number of hours				1,054	

Action Plan 2022 – IBMBB, University of Colombo

Internal Audit Plan - 2022

Institute of Biochemistry, Molecular Biology and Biotechnology (IBMBB)

A. Post Audit Activities

Activities for the year		Internal Audit Plan										
Index	01	02	03	04	05	06	07				08	
	Expected outcome	Activities Planned	Field of Audit Identified	Evaluation of Risk	Sample	Internal Audit Purposes	Duration of implementing Internal Audit				Resources for Auditing	
							Q1	Q2	Q3	Q4	Officer	No. of hours
01	Achieving the long term & short term objectives	i. Feedback on implementation of Corporate plan	Planning & Controlling	40%	70%	Evaluating the process of achieving the long term & short term objectives of the University	√				Audit Assistant 2	65
		ii.Feedback on preparation & implementation of Annual Action Plan										
		iii.Inspection of compliance of purchasing with Corporate Plan, Action Plan & Procurement Plan										
		iv.Achieving Sustainable Development Goals										
02	Delivering lectures & issuing exam results on time	i. Inspection on delivery of lectures according to the time table	Academic Activities	40%	80%	Identifying weaknesses in internal control of delivering lectures & releasing exam results	√		√		Audit Assistant 2	78
		ii. Inspection on student attendance on lectures										
		iii. Issuing exam results on time										
		iv. Inspection on handing over the answer papers without delay										
		v. Inspection on recruiting visiting lecturers & payment of fees										

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		vi. Review on registration for external degree programs										
		vii. Inspection on holding external exams and releasing results										
03	Utilizing resources in the most effective & efficient way	i. Reviewing whether the land, buildings & other assets are utilized effectively throughout the year.	Resource utilization	40%	65%	Acknowledging the management to take the maximum use of resources by identifying the existing internal control weaknesses	√		√	Audit Assistant 2	98	
		ii. Controlling usage of vehicles										
		iii. Vehicle fuel usage										
		iv. Usage of Library Books										
		v. Review on underutilization of assets										
		vi. Verification of Fixed Assets/ Inventory goods										
		vii. Inspection on updating the Fixed Assets Register										
		viii. Review on disposal and writing off items related to assets										
		ix. Inspection on the proper & regular maintenance of assets										
04	Formalizing the administration of the staff	i. Verify the recruitment and retirement of staff is carried out properly	Staff affairs	40%	65%	Instant payment of statutory payments and providing information required by the management for taking decisions related to the staff		√	√	Audit Assistant 2	98	
		ii. Verify the staff qualifications are met properly										
		iii. Maintenance of personal files										
		iv. Providing timely salary increments										
		v. Salary Audit (Inspection on calculation and certification)										
		vi. Review on leave										
		vii. Update of the Leave Register.										

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05	Accounting of Receipts, Compliance of payments and control of advances.	i. Feedback on unsettled advances	Receipts and payments	50%	50%	Enhance the efficiency of payments Complying with the existing rules and regulations.	√			√	Audit Assistant 2	98
		ii. Inspecting whether the Advance Register have been updated										
		iii. Release and Inspect retention money										
		iv. Inspection on procurement process										
		v. Investigation on construction/contract work										
		vi. Inspection on projects delayed										
		vii. Verification of receivable/ due										
		viii. Inspection on whether the payments are made on time										
		ix. Inspection on whether the checks, money orders, postal orders have been regularly & accurately documented & accounted.										
		x. Inspection on course fees received, banking them & related documents										
		xi. Inspection on lecturer fees, combined allowances and travel expenses										
		xii. Inspection on accounts of courses running on a fee levying basis										
06	Accurate preparation of cash imprest balance & Bank	i. Inspection on the Petty Cash Register	Petty cash & Bank reconciliation statement	40%	50%	Cash Imprest balance and Bank Reconciliation		√			Audit Assistant 2	98
		ii. Payments and debit entries in the Bank Statement.										

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	Reconciliation Statements	iii. Cash book receipts and receipts in the Bank Statement.									
		iv. Delays in the banking the receipts									
		v. Checks not deposited within 6 months to the bank									
		vi. Unrealized checks									
		vii. Direct debiting / credits									
		viii. The balance directly received from the accounts at the end of the year									
		ix. Certifying of the Bank Reconciliation Statement by the Accounting Officer in charge									
07	Check the existence of the Fixed Assets and Equipment	i. Obtained a schedule of, Fixed assets and equipment, and related additions, disposals, depreciation & amortizations and agree balances to the respective general ledger accounts.	Fixed assets and Equipment	50%	65%	Checking the existence and the relevant transactions that have taken place	√	√	Audit Assistant 2	98	
		ii. Examine invoices, capital expenditure authorizations and other data supporting additions and disposals to PPE during the year.									
		iii. Review and, when appropriate, examine support significant charges to repairs, maintenance and other expense accounts to determine if they should capitalized as PPE.									

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		iv. Inspect the evidence of ownership. E.g. Title deeds for lands, registration books of motor vehicles										
		v. Determine whether management has appropriately concedes, indications of impairments are present.										
		vi. Test computations of depreciation, depletion and amortization with the methods and lives used in prior periods.										
		v. Conduct a Physical verification of assets and equipment.										
08	Stores & stock control	i. Minimum stock levels	Stores	30%	80%	Strengthening internal control	√		√	Audit Assistant 2	85	
		ii Maximum stock levels										
		iii. Reorder Level										
		iv. Request and approval for issues.										
		v. Selection of suppliers										
		vi. Contents in the bids / quotes.										
		vii. Tender / Calling of quotation										
		viii. Tender / Bid Evaluation										
		ix. Tender / Bid Acceptance										
		x. Offering purchasing orders / contracts										
		xi. Receipts of goods										
		xii. Issuing GRNs.										

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		xiii. Advance Payments for suppliers											
		xiv. Retention money											
		xv. Final payments for suppliers											
		xvi. Refunding of the retention / Tender Deposit Payments											
		xvii. Inspection of goods											
		xviii. Pricing of stocks											
		xix. Request for goods from the stores											
		xx. Certificates for the products have been accepted (GRNs)											
		xxi. Remedies for fire and protection.											
		xxii. Physical verification											
		xxiii. Stock in Excess											
		xxiv. Stock outdated/ expired											
		xxv. Disposing of stocks											
		xxvi. Annual Stocks verification.											

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Internal Audit Plan – 2022 Institute of Biochemistry, Molecular Biology and Biotechnology (IBMBB)

B. Pre- Auditing Activates

Index	01	02	03	04	05	06	07				08	
	Expected outcome	Planned Activities	Identified field of audit	Risk Evaluation	Sample	Internal Audit Purposes	Implemented time period				Resources for Auditing	
							Q ₁	Q ₂	Q ₃	Q ₄	Officer	No. of hours
01	Release of the Employees' Provident Fund of the staff on time	i. Checking provident release documents personal files and information in the Finance Division	Releasing of Employees' Provident Fund	45%	100%	Releasing of the University Provident Funds without delay	√	√	√	√		131
		ii. Compare the name with the IPR and the balance										
		iii. Check whether the loans and due have been properly provided										
		iv. Filling Part III of the form										
02	Releasing of Gratuity on time	i. Examining the appointment dates service conditions using personal files	Gratuity of the employees of the University	30%	100%	Regularizing the Gratuity of the employees without delay	√	√	√	√	Audit Assistant 5/ Audit Assistant 6/ Audit Assistant 7	35
		ii. Inspection on continuous service period										
		iii. Examining the accuracy of calculating gratuity payment										
		iv. Accuracy of salary gained for the previous 05 consecutive years										
		v. Getting confirmed the identity of the legitimate heirs of a deceased member										

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03	Release if pension funds of employees on time	i. Comparison of information given in the pension applications with the personal files	Pension Funds	30%	100%	Regularizing the internal control to release Pension funds immediately	√	√	√	√		25
		ii. Checking the calculation of service period and no-pay leave period										
		iii. Getting confirmed the identity of the legitimate owners in case of a deceased member										
04	Inspection on the proper implementation of construction contracts as per agreement ,completion of projects and making payments as per the agreement	i. Check whether bill of quantities have been prepared accurately.	Construction Work	40%	70%	Strengthening internal control system over construction work	√	√	√	√		90
		ii. Check whether the procurement procedure has been properly carried out										
		iii. Check whether the Work Engineer / Consultant has properly certified work done										
		iv. Check whether the premiums paid and the recoverable amounts have been properly adjusted in the final bill.										
		v. Physical examining of Construction contracts										
05	Paying arrears properly	i. Payment of salary arrears	Salaries	30%	50%	Strengthening internal control over payment of arrears	√	√	√	√		35
		ii. Payment of increment arrears										
		iii. Checking the overtime arrears										

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Internal Audit Plan - 2022

Institute of Biochemistry, Molecular Biology and Biotechnology (IBMBB)

C. Other Audit Activities

Index nu.	01	2	3	4	5	6	7				8	
	Expected Outcome	Activities planned	Identified field of Audit	Risk Evaluation	Sample	Internal Audit purposes	Duration internal auditing implemented				Resources for auditing	
							Q ₁	Q ₂	Q ₃	Q ₄	Officer	No. of hours
1	Proper coordination with the internal / external entities	Special investigations on the request of the Vice - Chancellor	Internal / External Audit	20%	100%	Supplying information required by external institutions for auditing	√	√	√	√	Audit Assistant 5/ Audit Assistant 6/ Audit Assistant 7	10
2		Conducting meetings of the Audit Committee in quarterly basis										10

