National Institute of Cooperative Development

Action Plan 2026

Ministry of Trade, Commerce, Food Security & Cooperative Development

Action Plan 2026

National Institute of Co-operative Development (NICD)

1. Vision, Mission, Values and Objectives

Vision

“To be the Centre of Excellence in Co-operative and Social Entrepreneurship Studies in Sri Lanka.”

Mission

“To develop competent, innovative, and ethically grounded human resources for the co-operative and social enterprise sectors through accredited higher education, professional training, research, and knowledge dissemination.”

NICD shall empower co-operative professionals, entrepreneurs, youth, and community leaders by enhancing knowledge, skills, attitudes, and democratic values required for effective co-operative governance, entrepreneurship, and service delivery. The Institute shall function as a national center for co-operative education and development, contributing to policy formulation, institutional strengthening, and sector modernization through academic excellence, applied research, and strategic national and international collaboration.

Core Values

1. **Commitment to Co-operative Principles**
   Upholding democratic governance, equity, transparency, accountability, and member participation in all institutional activities.

2. **Academic Quality and Integrity**

   Ensuring high standards in teaching, learning, assessment, research, and professional conduct in compliance with national quality assurance frameworks.
3. **Innovation and Entrepreneurship**

   Promoting creativity, critical thinking, and entrepreneurial capabilities to support sustainable co-operative and social enterprise development.
4. **Inclusiveness and Social Equity**

   Providing equitable access to education and capacity development while promoting social responsibility and community empowerment.
5. **Research and Knowledge Advancement**

   Generating, disseminating, and applying knowledge to support evidence-based policy, effective management, and sectoral development.
6. **Collaboration and Partnership**

   Engaging constructively with local and international universities, co-operative institutions, government agencies, and development partners.
7. **Institutional Sustainability and Accountability**

   Ensuring effective governance, financial sustainability, responsible resource utilization, and continuous institutional improvement.

Objectives

1. Academic Quality & SLQF Alignment

Ensure all NICD academic programmes comply with Sri Lanka Qualification Framework (SLQF) standards and recognized national quality assurance mechanisms.

2. Academic Governance Systems

Establish transparent, accountable, and university-standard academic governance structures (Senate-equivalent, Academic Syndicate, QA mechanisms).

3. University Affiliations & Partnerships

Develop formal collaborations with national and international universities for joint, dual, pathway, and research-linked programmes.

4. Academic Pathways (Credit Transfer & RPL)

Provide flexible learner progression through credit transfer systems, Recognition of Prior Learning (RPL), and multiple entry/exit pathways.

5. Academic Portfolio Expansion

Diversify NICD's academic offerings into sector-relevant, interdisciplinary, and market-responsive fields.

6. Research, Innovation & Knowledge Development

Strengthen applied research, innovation, publications, and policy engagement in co-operative, social enterprise, and development sectors.

7. Teaching Excellence & Digital Transformation

Enhance teaching quality through modern pedagogy, blended learning, LMS platforms, digital academic management systems, and technology integration.

8. Financial Sustainability & Resource Mobilization

Build financial resilience through diversified income streams, consultancy, partnerships, and efficient resource utilization.

9. Institutional & Human Resource Capacity Development

Develop qualified academic and administrative staff, modern infrastructure, and institutional systems to meet higher education standards.

10. Monitoring, Evaluation & Performance Management

Implement systematic monitoring, evaluation, and performance review mechanisms to ensure accountability and strategic progress.

11. University Transition & Legal Readiness

Achieve institutional, legal, and academic readiness for NICD's transition into a degree-awarding higher education institution / future university.

12. Graduate Employability & Social Impact

Ensure NICD graduates demonstrate high employability, professional competence, ethical leadership, and measurable contribution to co-operative and community development.

Strategic Priorities & Goals

Short-Term Goals (2025–2027)

Goal 1- Strengthen institutional capacity for education, training, research, consultancy, and partnerships

Goal 2- Achieve **SLQF alignment and international** recognition for diploma programs

Goal 3- Establish **national and foreign university affiliations** for joint delivery of:

- ✓ Degree programs
- ✓ Advanced diploma pathways
- ✓ Credit transfer systems

Goal 4- Expand NICD's academic portfolio into sector-specific and interdisciplinary programs

Goal 5- Strengthening academics professionalism, governance, QA systems, and financial controls

Medium-Term Goals (2027–2029)

Goal 6- Operate NICD as an affiliated higher education institution linked to:

- ✓ National universities
- ✓ Foreign universities (Asia, Europe, Commonwealth)

Goal 7- Introduce degree-level programs in:

- ✓ Co-operative Management
- ✓ Social Entrepreneurship
- ✓ Community Development
- ✓ Co-operative Banking & Finance

Goal 8- Achieve financial self-sustainability by 2029

Goal 9- Complete institutional readiness for university status conversion

Long-Term Goals (Vision 2030)

Goal 10- Promote and establish NICD as the National Co-operative University (NCU) in Sri Lanka

Goal 11- Become a regional hub for co-operative education, research, and policy advisory services with international recognition

Goal 12- Offer undergraduate, postgraduate, and professional qualifications which demonstrate higher employability

2.Strategies

2.1. Institutional Strategies

1. Academic Quality & Standards Strategy

Implement SLQF alignment, QA systems, curriculum review cycles, and assessment moderation to ensure nationally and internationally recognized academic standards.

2. Academic Governance & Institutional Reform Strategy

Establish university-level academic governance structures (Academic Syndicate, Senate-equivalent, IQAU) to ensure transparency, accountability, and academic autonomy.

3. University Affiliation & Partnership Strategy

Develop structured national and international university partnerships for joint degrees, dual programs, curriculum validation, and academic mobility.

4. Flexible Learning Pathways Strategy

Operationalize Credit Transfer, Recognition of Prior Learning (RPL), and multiple entry/exit systems to widen access and support lifelong learning.

5. Academic Portfolio Diversification Strategy

Expand programs into interdisciplinary and sector-driven fields such as social entrepreneurship, co-operative finance, digital management, community leadership, and sustainable development.

6. Research & Innovation Development Strategy

Establish research clusters, promote applied research, publications, policy engagement, and consultancy services to position NICD as a knowledge hub.

7. Teaching Innovation & Digital Transformation Strategy

Adopt blended learning, LMS platforms, digital academic systems, and technology-enabled teaching methodologies to improve access and quality.

8. Marketing, Outreach & Student Recruitment Strategy

Strengthen branding, stakeholder engagement, regional outreach, industry linkages, tracer studies, and public awareness campaigns to expand enrollment and visibility.

9. Financial Sustainability & Resource Mobilization Strategy

Diversify income through consultancy, executive education, facility utilization, research grants, partnerships, and cost-recovery pricing models.

10. Human Resource & Institutional Capacity Strategy

Develop academic and administrative staff competencies, research qualifications, leadership skills, and modern infrastructure.

11. Legal, Policy & University Transition Strategy

Amend NICD Act, ensure UGC compliance, develop academic regulations, and achieve legal readiness for degree-awarding and university status.

12. Monitoring, Evaluation & Performance Management Strategy

Implement KPIs, audits, staff appraisal systems, mid-term reviews, and external evaluations to ensure accountability and strategic progress.

3. Approved Cadre

A cadre of 71 employees for the National Institute of Co-operative Development has been approved by the Department of Management Services for which the details are given below.

Post Category	Salary Code	Designation	No. of Positions
Senior Manager	HM 2-1	Director General	01
Senior Manager	HM 1-1	Registrar	01
		Director (Academic & Development)	01
Senior Academic and Research	AR – 2	Senior Lecturer	04
		Senior Librarian	01
		Senior Researcher	01
Academic and Research	AR – 1	Lecturer/ Assistant Lecturer	08
		Librarian/ Assistant Librarian	01
		Researcher/ Assistant Researcher	01
Middle Management	MM 1-2	Assistant Director (Hostel)	01
		Assistant Director (Finance)	01
		Internal Auditor	01
		Assistant Registrar	01
Junior Management	JM 1-1	Accounts Officer	02
		Administrative Officer (Administration/Human Resources)	01
		Administrative Officer (Student Affairs)	01
		Procurement and Maintenance Officer	01
		Administrative Officer (Examinations)	01
		Marketing Promotion and Printing Officer	01
		Audio-visual Programming Officer	01
		Warden	01

Post Category	Salary Code	Designation	No. of Positions
Empowering/Operational/Extension Officers	MA 5-3	Computer Programmer	01
Extension Officers/Operations	MA 4	Computer Instructor	03
Management Assistant (Technical)	MA 2-1	Technical Assistant	01
		Audio-visual Technical Assistant	01
		Printing Machine Technical Assistant	01
		Systems Operator	01
Management Assistant (non-technical)	MA 1-1	Management Assistant	10
Primary level (skilled grade)	PL – 3	Driver	06
Primary level (Semi-skilled grade)	PL – 2	Circuit Bungalow Keeper	01
Primary level (Non-skilled grade)	PL – 1	Office Assistant	14
		Total	**71**

Existing Vacancies

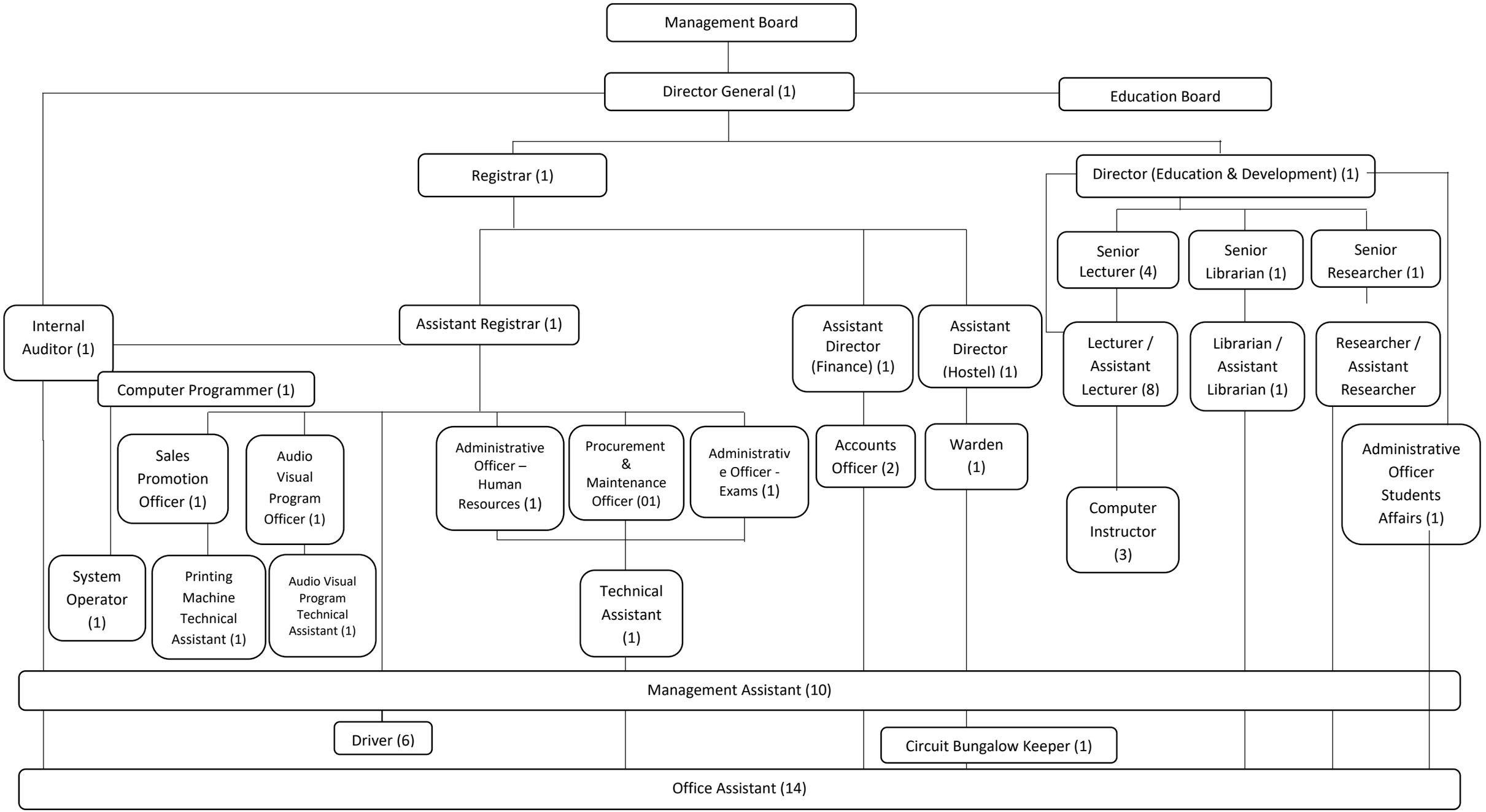
The staff cadre of the Institute has been 71 and vacancies have been 28 as at 07.01.2026 the details are as follows:

Details of the Approved Cadre and Actual Staff as at 01.01.2026

Serial No.	Post	Approved Cadre	Actual Staff	Vacancies
1.	Director General	01	01	-
2.	Registrar	01	-	01
3.	Director (Academic & Development)	01	01	-
4.	Senior Lecturer	04	01 (Contract Basis)	03
5.	Senior Librarian/Librarian	01	01	-
6.	Senior Researcher	01	-	01
7.	Lecturer/ Assistant Lecturer	08	08*	-
8.	Librarian/ Assistant Librarian	01	01	-
9.	Assistant Researcher	01	-	01
10.	Assistant Director (Finance)	01	01	-
11.	Assistant Director (Hostels)	01	-	01
12.	Assistant Registrar	01	01	-
13.	Internal Auditor	01	01	-
14.	Administrative Officer (Admin./Human Resources)	01	01	-
15.	Administrative Officer (Student Affairs)	01	01	-
16.	Accounts Officer	02	02	-
17.	Administrative Officer (Examinations)	01	-	01
18.	Procurement and Maintenance Officer	01	01	-
19.	Marketing Promotion and Printing Officer	01	-	01
20.	Audio-visual Program Officer	01	-	01
21.	Warden	01	01	-
22.	Computer Programmer	01	-	01
23.	Computer Instructor	03	03	-
24.	Technical Assistant	01	-	01
25.	Audio-visual Technical Assistant	01	01 (Contract Basis)	-
26.	Printing Machine Technical Assistant	01	-	01
27.	System Operator	01	-	01
28.	Management Assistant	10	08 (Permanent- 03 Contract Basis- 05)	02
29.	Driver	06	04	02
30.	Circuit Bungalow Keeper	01	01	-
31.	Office Assistant	14	04	10
	Total	71	43	28

* Two Assistant Lecturers discharge the duties of Senior Lecturer position

4. Institutional Organization Chart



Activity Plan of NICD-2026

Ministry : **Ministry of Trade, Commerce, Food Security and Cooperative Development**

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	Octomber	November	December		
1	Thematic area of act. I,II,VI,VIII	Diploma courses	Higher National Diploma in Cooperative and Social Enterprise Management	Director Education & Development					✓	✓	✓	✓	✓	✓	✓	✓	Expanded academic & training portfolio	Future-oriented, demand-driven cooperative education system
2			Advanced Diploma in Cooperative Development							✓	✓	✓	✓	✓	✓	✓		
3			Diploma in Cooperative Development							✓	✓	✓	✓	✓	✓	✓		
4			Diploma in Business Management			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
5			Diploma in Human Resource Management			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
6			Diploma in Auditing			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
7			Diploma in Marketing Management			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
8			Diploma in Microfinance											✓	✓	✓		
9			Diploma in Cooperative Law								✓	✓	✓	✓	✓	✓		
10			Diploma in Bank Management			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
11			Diploma in Accountancy		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
12			Diploma in Taxation											✓	✓	✓		
13			Diploma in Secretarial Practice		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
14			Advance Diploma in English for Professionals						✓	✓	✓	✓	✓	✓	✓	✓		
15			Diploma in English for Professionals			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
16			Higher National Diploma in ICT		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
17			Diploma in ICT - NVQ Level 05		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	Octomber	November	December		
18	Thematic area of act. I,II,VI,VIII	Certificate courses	Certificate in Marketing Management	Director Education & Development		✓	✓	✓	✓	✓	✓	✓					Expanded academic & training portfolio	Future-oriented, demand-driven cooperative education system
19			Certificate Course in Microfinance						✓	✓	✓	✓						
20			Certificate in Research Methodology for Cooperative Studies				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
21			Certificate in Care Givers (NVQ Level 3)				✓	✓	✓	✓	✓	✓	✓					
22			Certificate Course in Accounting						✓	✓	✓	✓						
23			Certificate Course in Taxation						✓	✓	✓	✓						
24			Information & Communication Technology Technician - NVQ Level 04 - (Full Time)				✓	✓	✓	✓	✓	✓	✓					
25			Computer Application Assistant - NVQ Level 03 (Full Time)				✓	✓	✓	✓	✓							
26			Certificate Course in Office Automation								✓	✓	✓	✓	✓	✓		
27			Certificate Course in Cyber Security Awareness and Best Practices for Professionals - (Part Time)				✓	✓	✓	✓								
28			Advanced Certificate in Network Design and Administration - (Part Time)									✓	✓	✓	✓			
29			Certificate Course in Software Testing & Quality Controlling - (Part Time)					✓	✓	✓	✓							
30			Certificate Course in Digital Marketing - (Part Time)										✓	✓	✓	✓		
31			Certificate Course in Desktop Application Development with C# and MySQL - (Part Time)				✓	✓	✓	✓								
32			Certificate Course in MySQL Database Administration (Part Time)									✓	✓	✓	✓			
33			Certificate Course in Python Programming and Flask Web Development - (Part Time)										✓	✓	✓	✓		
34			Certificate Course in Responsive Web Design - (Part Time)						✓	✓	✓	✓						
35			A Professional Certificate Course in AI from Beginners to Advanced Level - (Part Time)								✓	✓	✓	✓	✓	✓		
36			Certificate in Practical English						✓	✓	✓	✓						
37			Certificate in Mobile Photography & Videography								✓	✓	✓	✓	✓	✓		

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	Octomber	November	December		
38	Thematic area of act. I,II,VI	Short Term courses	Practical Auditing Training Program for Cooperative Audit Officers	Director Education & Development		✓											Expanded academic & training portfolio	Future-oriented, demand-driven cooperative education system
39			Training Program on Cooperative Market Promotion Strategies				✓											
40			Training program on Business Idea Generation				✓											
41			Training program on Usage of Sri Lanka Auditing Standards for Cooperative Development Officers						✓									
42			Training program on Effective Human Resource Utilization for the Development of Cooperative Societies							✓								
43			Training Program on Internal Auditing of Cooperative Societies								✓							
44			Training Program on Project Planning									✓						
45			Training Program on Marketing Management										✓					
46			Training program on Brand Management						✓									
47			Training program on Product Category Management				✓											
48			Training program on Effective Customer Care									✓						
49			Training program on Modern Marketing Techniques for Cooperatives							✓								

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	October	November	December		
50	Thematic area of act. I,II,VI	Short Term courses	Training Program on Cooperatives Practical Accounting	Director Education & Development		✓											Expanded academic & training portfolio	Future-oriented, demand-driven cooperative education system
51			Training Workshop on Risk Management and Insurance for the Cooperative Sector							✓								
52			Accounting Training Workshop for Thrift and Credit Cooperative Societies											✓				
53			Practical Accounting Training Workshop for Cooperative Development Officers							✓								
54			Training Program on Banking and Financial System									✓						
55			Training Workshop on Financial Management						✓									
56			Training Workshop on Rural Bank Accounting										✓					
57			Training workshop on credit & deposit massification of microfinance institution								✓							
58			Training workshop on Credit management credit recovery for micro finance												✓			
59			Training workshop on pawning management							✓								
60			Training workshop on credit management of financial service									✓						
61			Training workshop on accounting standards for cooperative development officers				✓											
62			Training workshop on Investment portfolio management						✓									
63			Training on Director board for Apex level Cooperatives organization			✓												
64			Training Program for Deputy & Assistant Commissioners Development						✓									
65			Workshop on Employee Disciplinary Management in Cooperative Societies											✓				
66			Preparation of Practical Marketing Plans			✓												

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	Octomber	November	December		
67	Thematic area of act. I,II,VI	Short Term courses	Basic awaneness program on Director Board / commitee members of SANASA	Director Education & Development	✓												Expanded academic & training portfolio	Future-oriented, demand-driven cooperative education system
68			Cooperative Society Committees / Board of Directors Powers, Duties and Responsibilities - Second Program								✓							
69			Conducting Final Examinations									✓						
70			Capacity Buildiug Programme District Cooperative Development Officers		✓													
71			Training Program on Cooperative Development Officer (Grade- 1)		✓													
72			Training Program for Commissioners of Cooperative Development		✓													
73			Awareness Program on School Cooperative Societies										✓					
74			Training Workshop on strategic Approaches for Cooperative Organization Management											✓				
75			Formation of School Cooperative Societies as a good practice in selected plantation School							✓								
76			Enhancing Digital Accounting Practices in Cooperative Rural Banks				✓											
77			Basic Computer Skills Training Program for Co-operative Employees				✓											
78			Enhancing Workplace Efficiency with Microsoft Excel						✓									
79			Workshop on File Management Using Modern Software						✓									
80			Workshop on Internet & Email Security and Efficiency							✓								
81			Workshop on Digital Transformation: Leading People Through Change and Upskilling								✓							
82			Workshop on IT Fundamentals for Business Professionals									✓						
83			Workshop on New Technology for Managing Business									✓						
84			Workshop on Workplace Essentials (Computing & Communication)										✓					
85			Workshop on Graphic Design							✓								
86			Workshop on Computer Hardware				✓											
87			Workshop on Computer Network							✓								
88			Workshop on General Conversational Skills Practices					✓										

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	Octomber	November	December		
89	Thematic area of act. I,II,VI	Short Term courses	Workshop on Office Correspondence Skills & Professional Presentation	Director Education & Development					✓								Expanded academic & training portfolio	Future-oriented, demand-driven cooperative education system
90			Workshop on Report Writing & Presenting				✓											
91			Workshop on Practice for Documention Prepartion & Facing Interviews			✓												
92			Workshop on Capacity Development & Environmentment Arringement (Sinhala Medium)											✓				
93			Workshop on Capacity Development & Enveroment Arringement (Tamil Medium)											✓				
94			Workshop on Basic Tamil Langage Speech Practices								✓							
95			Workshop on Soft skills for Decision Makers												✓			
96			Workshop on Business Communication and Public Relations (Tamil/Sinhala Medium)									✓						
97	Thematic area of act. VI,V	Research	සාමග්‍රි - විමර්ෂණ ශාස්ත්‍රීය සංග්‍රහය -02							✓						✓		
98			Sri Lanka Journal of Cooperative Studies - Refered (English) - 02							✓						✓	Publication of a peer-reviewed, English-medium academic journal featuring research papers and case studies on cooperative studies.	Enhanced global visibility of Sri Lankan cooperative research and improved evidence-based decision-making within the cooperative movement.
99		Human Resources & Training	Performance Tournament								✓						Successful execution of a performance-based competition among cooperative societies or employees, including scoring and awards.	Increased productivity, healthy competition, and a culture of excellence and continuous improvement among participants.
100			Following up on the effectiveness of the training programs and the institutions that received the training after they have been completed.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Post-training evaluation reports and impact assessment summaries for the participated institutions.	Improved institutional capacity and practical application of new skills in the workplace, ensuring a high return on investment (ROI) for training programs.
101	Thematic area of act. X	Business Development & Entrepreneurship	Establishing Business Incubation Centre (BIC)-Awareness Program						✓	✓	✓	✓					Functional BIC model	Entrepreneurial cooperatives
102	Thematic area of act. VII,IX,X		New Year Coop fare					✓										

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					January	February	March	April	May	June	July	August	September	Octomber	November	December		
103	Thematic area of act. X	Research	International Research Symposium	Director Education & Development											✓		Successful hosting of an international symposium featuring research presentations, keynote speeches, and a published collection of abstracts or proceedings.	Established international research collaborations and the adoption of global best practices within the local cooperative and academic sectors.
104	Thematic area of act. VI,V	Library & Publication	Installing the library's KOHA database on Cloud Saver.		✓	✓	✓	✓	✓	✓							Modern digital library system	Knowloedge access & preservation
105			Establishment of a detailed database on cooperative societies		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	No of 50 Societies	
106			Establishment of the Library's Publications Division.				✓											
107			Establishment of the Book Binding Unit of the Library Division.						✓									
108			Launching 'Piwisuma' Journal							✓						✓	2	
109			Establishment of Cooperative Sector Museum		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
110	Thematic area of act. X	International Development	Conducting a International Program			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
111	Thematic area of act. VI,V	Library & Publication	Convert PDF format of rare and special books related to the cooperative sector						✓								On Request	

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	Octomber	November	December		
112		Hostal Section	**Providing Facilities**	Warden													On Request	
113			72.1- Lecturer Halls		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	On Request	
114			72.2- Hostels		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	On Request	
115			72.3- Auditorium Bookings		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	On Request	
116			72.4- Circuit Bungalows		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	On Request	
117			72.5- Food Supply		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	On Request	
118			72.6- Audio Visual Equipments (Hiring)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	On Request	
119			72.7- Transport Facilities (Bus)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	On Request	
120			72.8-Introducing Photography & Entertainment packages															

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					January	February	March	April	May	June	July	August	September	Octomber	November	December		
121		Procurement Section	Renovation of canteen	Procurement Officer				✓	✓	✓	✓						Renovated and fully functional canteen facility.	Improved staff and student welfare, better hygiene and service quality.
122			Renovation of office complex		✓	✓	✓	✓									Refurbished office spaces with improved infrastructure.	Enhanced staff productivity and professional working environment.
123			Renovation of Security Hut									✓	✓	✓	✓	✓	Upgraded security hut facility.	Strengthened institutional security and monitoring efficiency.
124			Annual Supplier Registration											✓	✓	✓	Updated and approved supplier database for 2026.	Transparent procurement process and competitive supplier selection.
125			Repairing toilet pits situated near RH House, behind the exam division and infront of the D hostel		✓	✓	✓										Repaired and operational sanitation facilities.	Improved health, sanitation, and environmental standards.
126			Constructing new retaining walls for the backsides of D,E,F,G hostels		✓	✓	✓	✓									Completed retaining wall constructions.	Prevention of soil erosion and protection of institutional property.
127			Repairing water seepage from the walls of main office building, exam division, hostel corridor, B hall and renovation of the roofs of cafeteria and ICT building		✓	✓	✓	✓									Repaired walls and renovated roofs.	Reduced structural damage and extended lifespan of buildings.
128			Constructing of the retaining wall to avoid soil erosion between the boundry of NICD and Water Board		✓	✓	✓	✓									Completed retaining wall constructions.	Prevention of soil erosion and protection of institutional property.
129			Supply of intercom system		✓	✓	✓										Installed and operational intercom system.	Improved internal communication efficiency.
130			Selection of institutions by EOI methods		✓	✓	✓										Institutions selected through transparent EOI process.	Fair, competitive, and compliant procurement process.
131			Purchasing Library Books		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Updated and expanded library collection.	Improved academic and research resources for students and staff.
132			Supply of Library Automation System		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Installed and functional automated library system.	Efficient library management and improved user service.
133			Improvement of Buildings		✓	✓	✓	✓	✓								Upgraded institutional infrastructure.	Enhanced safety, comfort, and institutional image.
134			Office Equipments includes, Computers ,Printers and Furniture & Caregiver practical Equipments		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Procured and distributed required equipment.	Improved operational efficiency and practical training quality.
135			Purchasing Audio Visual equipments		✓	✓	✓	✓									Modern AV equipment installed.	Enhanced teaching, training, and presentation quality.

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	Octomber	November	December		
136		Procurement Section	Stationary,Office Requisties & Printing materials	Procurement Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Continuous supply of required goods.	Smooth daily institutional operations.
137			Others(than stationary,electrical goods & printing materials)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
138			Mechanical & Electrical goods		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
139			water Bottles		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
140			Vehicle repairs & maintenance		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Maintained and roadworthy vehicles.	Safe and uninterrupted transport services.
141			Maintain of Plant, Machinery & Equipment		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Serviced and functional equipment.	Reduced breakdowns and extended equipment lifespan.
142			Furniture Repairing							✓	✓	✓	✓	✓	✓	✓	Maintained infrastructure and premises.	Safe, clean, and professional institutional environment.
143			Building & Structure Repairing							✓	✓	✓	✓	✓	✓	✓		
144			Land Maintanance						✓	✓	✓	✓	✓	✓	✓	✓		
145			Advertisement & publicity		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Published advertisements and promotional materials.	Increased public awareness and student enrollment.
146			Printing		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Continuous supply of required goods.	Smooth daily institutional operations.
147			Insurance		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Active insurance coverage.	Reduced financial risk and institutional protection.
148			Hire of Services & Goods		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Service contracts implemented.	Clean, secure, and efficiently managed premises.
149			Security Service		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
150			Janitorial Service		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
151			Laundry Service		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	Octomber	November	December		
152	Thematic area of act. X	Institutional administrative and governance	International Cooperative Day Program	Registrar							✓						Successfully conducted annual event.	Strengthened cooperative awareness and stakeholder engagement.
153			Organize personal development workshops sessions for staff.							✓	✓	✓					Conducted staff development sessions.	Improved staff skills, motivation, and performance.
154			Staff Training		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	training programs conducted/participants trained.	Enhanced institutional capacity and professional competency.
155			Conducting Board of Management Meetings		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12 meetings conducted with documented minutes.	Effective governance and strategic decision-making.
156			Conducting Study Board Meetings		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
157			Conducting Audit & Management Commitee Meetings		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Regular meetings conducted.	Improved academic quality assurance and financial oversight.
158			Conducting Sectional Heads meetings for progress reviewing		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
159			Conducting Staff meetings		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Periodic progress review meetings held.	Improved coordination and performance monitoring.
160	Thematic area of act. VI		Conducting the Certificate Awarding Ceremony-2024/2025							✓	✓						Successfully conducted award ceremony.	Increased student motivation and institutional recognition.
161			Capacity Building Development Program					✓	✓	✓	✓	✓	✓	✓	✓	✓	Implemented capacity-building initiatives.	Strengthened institutional performance and sustainability.
162			Recruiting Process		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Qualified staff recruited.	Improved service delivery and operational effectiveness.

NO	Activities according to the Institution Act (2001 No.01)	Area of Responsibility	Activities	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
					January	February	March	April	May	June	July	August	September	October	November	December		
163		Institutional planning & finance & compliace management	Preparation of Corporate Plan for 2027-2030	Registrar											✓	✓	Approved Corporate Plan document.	Clear strategic direction for institutional growth.
164			Preparation of Action Plan for the year 2027												✓	✓	Approved annual action plan.	Structured implementation of institutional activities.
165			Preparation of Procurement Plan for the year 2027												✓	✓	Approved procurement plan.	Planned, compliant, and efficient procurement management.
165			Preparation of Training Plan for the year 2027												✓	✓	Approved staff training plan.	Systematic staff capacity development
167			Preparation of Internal Audit Plan for the year 2027												✓	✓	Approved audit plan.	Strengthened internal control and compliance.
168			Conducting Annual Board of Servey													✓	Completed asset verification report.	Accurate asset management and accountability.
169			Preparation of Final Accounts													✓	Prepared and submitted final accounts.	Financial transparency and compliance with regulations.
170			Preparation of Annual Reports 2025		✓	✓	✓	✓	✓	✓	✓	✓					Published annual report.	Institutional accountability and stakeholder confidence.
171			Preparation of Performance Report 2025		✓												Submitted performance report.	Measurable performance evaluation and improvement.
172			Reply to the detailed Auditor General Report						✓	✓	✓	✓					Submitted formal responses.	Improved compliance and corrective action implementation.
173			Budget 2027									✓					Approved annual budget.	Proper financial planning and resource allocation.

Computerized By

R.H.A.I Dharmasena
Management Assistant

Checked By

P. Saththiyavelu
Director (Education & Development)

K.D. Anil
Assistant Director (Finance)

K.D. ANIL
Assistant Director (Finance)
National Institute of Co-Operative Development
Polgolla

P. Saththiyavelu
Director (Academic & Development)
National Institute of Co-operative Development
Polgolla

R.M.D.H. Rathnayake
Assistant Registrar

S.M.De Silva
Procurement Officer

T.M.C.B Yapa
Warden

R.M.D.H. Rathnayake
Assistant Registrar
National Institute of Co-operative Development
Polgolla

Recommended By

V.P.K. Pilapitiya
Director General & CEO

V.P.K. Pilapitiya
Director General & CEO
National Institute of
Co-operative Development
Polgolla

Approved By

Mr.K.A. Vimalenthirarajah
Secretary
Ministry of Trade, Commerce, Food Security and Co-operative Development

09/03/2026

K.A. Vimalenthirarajah
Secretary
Ministry of Trade, Commerce, Food Security and Co-operative Development
No. 492, R.A. De Mel Mawatha,
Colombo 03.

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Revenue Collection Plan- 2026

S/No	Objectives	Strategy	Project/Activities	Key Performance Indicators	Time Frame				Output/Outcome (Mn)	Responsible Officer
					Q1	Q2	Q3	Q4		
01	Provide standardized education and training activities for optimizing the human contribution for institutional performance development.	Quality Education	1. Co-operative Mandatory Courses	No of courses conducted	202,856.00		-	-	0.202	Director (Education) Asst.Director (Finance)
			2. Diploma courses - Co-operative 2025		2,247,000.00	749,000.00			2.996	
			3. Diploma courses - Co-operative -2026		2,655,000.00	3,540,000.00	5,310,000.00	6,195,000.00	17.700	
			4. Diploma course in Information Technology		1,277,395.75	1,277,395.75	1,277,395.75	1,277,395.75	5.109	
			5. Certificate Course in Computer		2,946,875.00	2,946,875.00	2,946,875.00	2,946,875.00	11.787	
			6. Certificate Courses		1,804,000.00	2,706,000.00	2,255,000.00	2,255,000.00	9.020	
			7. IT short term Training programme		644,125.00	644,125.00	644,125.00	644,125.00	2.576	
			8. Short term Training Programme.- Local		2,736,000.00	4,560,000.00	5,472,000.00	5,472,000.00	18.240	
02	Increase the revenue.	Build up partnership with national and international organizations to enhance skills and capabilities of the entrepreneur.	10.Renting/Leasing		4,706,100.00	6,274,800.00	10,980,900.00	9,412,200.00	31.370	Assistant Director (Hostel)
03			11.Other Income		2,330,375.00	2,330,375.00	2,330,375.00	2,330,375.00	9.321	Assistant Director (Finance) Assistant Director (Hostel)
			Total		21,549,726.75	25,028,570.75	31,216,670.75	30,532,970.75	108.32	

K.D. Anil
Assistant Director Finance

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Assistant Director (Finance)
National Institute of Co-Operative Development
Polgolla

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CASH IMPREST PLAN

Description	Total Provision	Time Frame			
	Rs.	Q1	Q2	Q3	Q4
Recurrent Grant					
1. Salaries	60,000,000.00	15,000,000.00	15,000,000.00	15,000,000.00	15,000,000.00
2. Other recurent	7,000,000.00	1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00
Total	67,000,000.00	16,750,000.00	16,750,000.00	16,750,000.00	16,750,000.00

K.D. Anil
Assistant Director Finance

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National Institute of Co-Operative Development
Polgolla

K.D. ANIL
Assistant Director (Finance)
National Institute of Co-Operative Development
Polgolla

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