

Action Plan for the year 2024

Create the new Action Plan

INSTRUCTIONS FOR DEANS/DIRECTORS/DIVISION HEADS

Login to the system via: <https://actionplan.pdn.ac.lk/> and click get started.

The Admin will create an account and email the log in details of the Account.



The screenshot shows a 'Sign in' form with the following elements:

- Header: Sign in
- Email input field: dean@pdn.ac.lk (with 'Email' label below)
- Password input field: masked with dots (with 'Password' label below)
- Link: Forgot password?
- Login button: Login

Type your email and the password that you received through the email.

When you log in, the home page screen will display various functions as related to the creation of the new Action Plan for 2024.



The screenshot displays the system's home page with the following components:

- Top right: User profile 'dean@pdn.ac.lk' and a 'Log Out' button.
- Center: University logo and 'Strategic Plan 2022-2026' title, with the subtitle 'Action Plan and Progress Monitoring System'.
- Left side: 'Available Functions' section listing '-Monitoring Progress Report: 2023 up to June' and '-Action Plan: 2024'. A blue box labeled 'Running Activities of the system' has an arrow pointing to this section.
- Right side: User role 'Dean' and 'Faculty of Agriculture'. A vertical list of buttons includes: INSERT, ADD DEPARTMENT/UNIT/, UPDATE ACTION PLAN, ADD PROGRESS, SHORT SUMMARY, COPY FROM HEADS, ADD USER, SHOW ACTION PLAN, SHOW PROGRESS, and CHANGE PASSWORD. A blue box labeled 'Dean Activities' has a bracket pointing to this list.
- Bottom: Contact information including 'Address' (Corporate Management Division, University of Peradeniya), 'Contact No' (081 239 2435), and 'Email' (cmd@gs.pdn.ac.lk).

1. CHANGE PASSWORD

You can use the Change Password option on your Home Page to change the password.

Action Plan of University of Peradeniya

[Back](#) [Insert](#) [Copy from Heads](#) [Add Department/Unit/Center/Committee](#) [Add User](#) [Update Action Plan](#) [Show Action Plan](#) [Add Progress](#) [Show Progress](#)
[Short Summary](#) [Change Password](#)

Change Password

Fill the Form

User Name	<input type="text" value="dean@pdn.ac.lk"/>	
Faculty Name	<input type="text" value="Faculty of Agriculture"/>	Temporary password received via email
Department Name	<input type="text" value="Dean's Office"/>	
Current Password	<input type="password"/>	
New Password	<input type="password"/>	
Confirm Password	<input type="password"/>	New password and confirm it
	<input type="password"/>	

Type temporary password received via email and new password can keep in your mind and then click *change*.

2. ADD DEPARTMENT/UNIT/CENTER

Add new Departments/ Units/ Centers/ Divisions/ Committees and other relevant units to your faculty.

Faculty Name	<input type="text" value="Faculty of Agriculture"/>
Department/Center/Committee	<input type="text"/>

Type Department/ Unit/ Center/ Division/ Committee name and click *add*.

Already added Departments/ Units/ Centers/ Divisions/ Committees will show at the bottom.

Faculty	Department/Center/Committee	Remove
Faculty of Agriculture	Agri Biotechnology Center	Remove
Faculty of Agriculture	Agri Business Center	Remove

You can delete Departments/ Units/ Centers/ Divisions/ Committees by click remove in front of the name.

3. ADD USERS

- It will show the Faculty/Center/Unit/Division Name that you belong to and you can select Department/Center/Unit/Committee Name at the drop down list. List will show the departments/units/centers/committees that you added earlier.
- Then select Access Level. There is two level of the system.

- a) Dean and Directors- to provide full authority to add/edit/remove and copy activities provided by to final action plan.
- b) Heads- you can nominate department heads, committee chairpersons etc to add activities to action plan but dean should approve those activities.
- Type Designation of user. (eg: Chairmen of the Faculty Research Committee)
- Insert the email address. Please make sure that the spellings of the email address is correct. The system will auto generate log in information for this user and email the log in details to the email address that you provide.
- Click Add Button.

Faculty Name	<input type="text" value="Faculty of Agriculture"/>
Department/Center/Unit/Committee Name	<input type="text" value="Agri Biotechnology Center"/>
Access Level	<input type="text" value="Dean and Directors"/>
Designation of user (HoD, Chairman of a committee, etc.)	<input type="text"/>
Email of the Access given (username)	<input type="text"/>

4. **INSERT**

Dean/Director or Division head, you can add new actions to the Action Plan of 2024 by clicking on the link to insert on the Home page. Dean can add activities to a Department/ Unit/ Center/ Division/ Committee or as Dean's Office.

1_1_1
<ul style="list-style-type: none"> ▼ GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards ▼ OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A/L qualified students (National and Foreign) <ul style="list-style-type: none"> ➤ 1.1.1. Strengthen the communication linkages with the public and media 1.1.2. Promote activities to enhance openness 1.1.3. Develop and display attractive promotional material for each study programme in all media 1.1.4. Promote establishment of new faculties, Departments, service centres/units to cater for emerging needs of training, technical and advisory services 1.1.5. Encourage exchange programmes to attract foreign students 1.1.6. Develop infrastructure to support enrolment of foreign students to study programs ➤ OBJECTIVE 1.2: To develop student competencies needed to bridge the gap between employer expectations and undergraduate skills through outcome-based education ➤ OBJECTIVE 1.3: To upgrade undergraduate and post-graduate study programmes to meet national and international quality standards ➤ OBJECTIVE 1.4: To increase the employability of undergraduates ➤ OBJECTIVE 1.5: To increase the quality and relevance of the postgraduate study programmes

- Left hand corner of the page indicates the Goals of the Action plan. If you click on each goal, it will display a tab down list of the objectives and subsequently the Strategic Actions of the Action plan. First select the Goal, Objective and the Strategic Action that you going to insert. Selected ones will highlighted. Also at the right hand corner will show as bellow.

[Back](#) [Insert](#) [Copy from Heads](#) [Add Department/Unit/Center/Committee](#) [Add User](#) [Update Action Plan](#) [Show Action Plan](#) [Add Progress](#)
[Show Progress](#) [Short Summary](#) [Change Password](#)

Insert Action

Fill the Form

Year
Faculty Name
Department/Center/Unit/Committee Name
Goal

Objective

Strategic Action

- In that please select the year of the activity should goes and the Department/ Unit/ Center/ Division/ Committee that the main responsibility goes.
- After select year, Department/ Unit/ Center/ Division/ Committee, Goal objective and Strategic Action will show the rest of the details needed.

1.4-1.1.1
Activity
 (Please include only one activity here)
Duration January February March April May June July August September October November
 December
Numerical or Percentage KPI which has to be outcome
Coordinating Responsibility
Estimated Cost (Million)
Source of funding

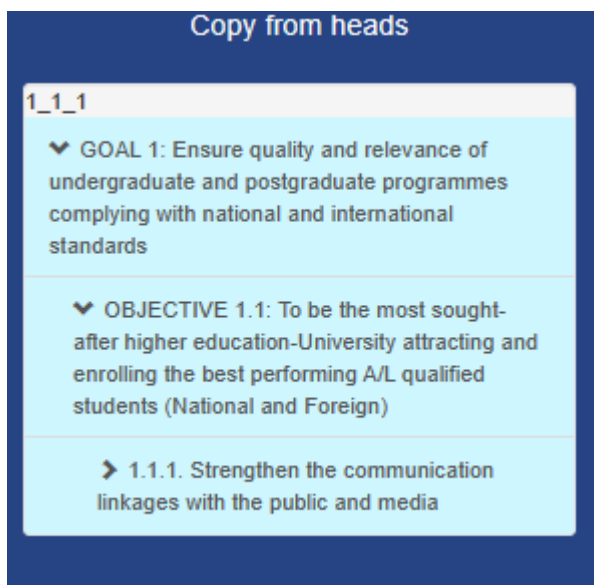
- Then type the description and add the other details such as the duration, the KPI, who the Coordinating Responsibility goes to.
- Then add estimated Cost and Source of Funding. When select source of funding select
 - GOSL- for government fund
 - Earned Fund- for own fund
 - Or other- description of the other funding source can typeat the right side of the source of funding.
- Please include only one activity here. And click Insert Recode.

- Then it will show **Activity has been successfully inserted** and you can select year and Department/ Unit/ Center/ Division/ Committee and add more activities to the same Goal, objective and the Strategic Action or can change Goal, objective and the Strategic Action through the left side list.

Note: This activity is goes to the relevant Department/ Unit/ Center/ Division/ Committee that you have selected. If you select as Dean’s office it will include to the final Action Plan and for any other Department/ Unit/ Center/ Division/ Committee should use COPY FROM HEADS button at the home page to copy to the final Action Plan.

5. COPY FROM HEADS

In the link to Copy from Heads you can accept, reject or edit activities that your assigned users (for Department/ Unit/ Center/ Division/ Committee) have added and the activities that you have inserted to any other Department/ Unit/ Center/ Division/ Committee other than Dean’s office.



- Goal, Objective and Strategic Action on the left hand panel will see the activities that Department/ Unit/ Center/ Division/ Committee have. Select Goal, Objective and Strategic Action in order.

Copy from Heads to Dean

Fill the Form

Year

Faculty Name

Goal

Objective

Strategic Action

[Back](#)

- Then select the year on the right hand side panel.

- Then will show all the activities added by you or users assigned by you to the Goal, Objective and Strategic Action that you have selected. Also the final Action Plan activities under that Goal, Objective and Strategic Action as Master sheet Action.

Department Actions																				
Department	Activity No	Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	KPI	Coordinating Responsibility	Estimated Cost (Million)	Source of funding	Edit	
Agri Biotechnology Center	1	Test 1.2-1.1.1 edit	1	1	0	0	0	0	0	0	0	0	0	0	0	test	HoD	1.00	GOSL	
Agri Biotechnology Center	2	test 1.2-1.1.1	1	1	0	0	0	0	0	0	0	0	0	0	0	AAA	HoD	1.00	GOSL	
Agri Biotechnology Center	3	test action plan goal 1.1.1	1	1	0	0	0	0	0	0	0	0	0	0	0	AAA	HoD	1.00	GOSL	
Agri Biotechnology Center	4	test101	1	0	0	0	0	0	0	0	0	0	0	0	0	111	113	10.00	GOSL	Accept Edit and Accept
Department of Agricultural Biology	1		0	0	0	0	0	0	0	0	0	0	0	0	0			0.00		Accept Edit and Accept

Master Sheet Actions																				
Department	Activity No	Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	KPI	Coordinating Responsibility	Estimated Cost (Million)	Source of funding	Edit	
Agri Biotechnology Center	1	Test 1.2-1.1.1 edit	1	1	0	0	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00	GOSL	remove
Agri Biotechnology Center	2	test 1.1-1.1.1	1	0	0	0	0	0	0	0	0	0	0	0	0	Not Available	Secretary	2.00	Earn Funds	remove
Agri Biotechnology Center	3	test action plan goal 1.1.1	1	1	0	0	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00	GOSL	remove
Dean's Office	1	1.1-1.1.1	1	1	1	0	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00	Earn Funds	remove

- As the Dean, Director or other authority, you can directly accept an Activity from the Department's activities to the Master Sheet, customize an Activity and accept it to the Master Sheet or copy the Activity to the Master Sheet.
 - If you are select Accept it will directly copy.
 - If you are select Edit and Accept it will goes to edit that activity and copy it Final Action Plan.
 - At the Master Sheet Action copied activities can remove from the Final Action Plan.

6. UPDATE ACTION PLAN

You will be able to see entire action plan in a grid view and same place you can edit and update or remove.

- First select the year and click Get Action Plan.
- It will show the Final Action Plan. You can edit one activity at once and click update on the right-side.

- Click remove button to remove activity.

Goal	Objective	Strategic Action	Department	Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	KPI	Coordinating Responsibility	Estimated Cost (Million)	Source of funding		
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	Dean's Office	1-1-1.1: 1.1-1.1.1	1	1	1	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00	Earn Funds	Update	Remove
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	Agri Biotechnology Center	1-1-1.1: 1.1-1.1.1 edit	1	1	1	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00	GOGL	Update	Remove

7. SHOW ACTION PLAN

You can see the complete Action Plan that you have created and download it from here.

- First select the year

Year

Faculty Name

Action Plan-2024

[ACTION PLAN](#)

[Download Report](#)

Goal	Objective	Strategic Action	Department	Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	KPI	Coordinating Responsibility	Estimated Cost (Million)Source of funding
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	Dean's Office	1-1-1.1:1.1-1.1.1	1	1	1	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00(Earn Funds)
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	Agri Biotechnology Center	1-1-1.1:1.1-1.1.1 edit	1	1	1	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00(GOGL)

- Once you are completely confident that you have no more Activities to create any other changes to be made to the Action Plan, you can click the Blue button that says Action Plan on the right side at the top of the Action Plan. This will notify the Admins that the Plan is complete.

[ACTION PLAN](#)

8. SHORT SUMMARY

- First select the year

Activity Count of the Action Plan- 2023

Status	Faculty	Goal 1-GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards	Goal 2-GOAL 2: Enhance opportunities for education by ensuring postgraduate and continuing education programmes being more flexible, accessible, innovative and open	Goal 3-GOAL 3: Enhance capacity for innovative research, scholarly work and partnerships targeting knowledge creation and socio-economic development with a global impact and visibility	Goal 4-GOAL 4: Strengthen administrative and financial management within a sustainable good governance framework	Goal 5-GOAL 5: Upgrade learning, working and living environment conducive for high-quality academic pursuits, professional development and productivity	Goal 6-GOAL 6: Enhance capacity and range of outreach engagements	Total
✓	Agri Biotechnology Center	0	0	0	0	0	0	0
✓	Agri Business Center	0	0	0	0	0	0	0
✓	Dean's Office	154 702.40	0	83 240.60	25 5.47	166 524.37	50 21.70	478 1494.54

It will show the count of the activities of the Final Action Plan, by separating Goal and the Department/ Unit/ Center/ Division/ Committee wise.

INSTRUCTIONS FOR HEADS OF THE DEPARTMENTS/COMMITTEE CHAIRPERSONS/ANY OTHER PERSONS NOMINATED BY THE DEANS/ DIRECTORS AND DIVISION HEADS

If you are a Department Head, Division Head, Chairperson of a Committee, you may have been added as a user to the Action Plan and Progress monitoring system of the University of Peradeniya by the Dean. If so, you will receive your account log in information via email.

When you log in, the home page screen will display various functions as related to the creation of the new Action Plan for 2024.

hod@pdn.ac.lk [Log Out](#)

 **Strategic Plan 2022-2026**
Action Plan and Progress Monitoring System

Available Functions
-Monitoring Progress Report: 2023 up to June
-Action Plan: 2024

Head of the Department
Agri Biotechnology Center
Faculty of Agriculture

[INSERT](#)
[SHOW ACTION PLAN INSERTED](#)
[ADD PROGRESS](#)
[SHORT SUMMARY](#)
[UPDATE ACTION PLAN](#)
[SHOW ACTION PLAN FINAL](#)
[SHOW PROGRESS](#)
[CHANGE PASSWORD](#)

Running Activities of the system

Dean Activities

Address: Corporate Management Division, University of Peradeniya
Contact No: 081 239 2435
Email: cmd@gs.pdn.ac.lk

1. INSERT

As an added user, you can add new actions to the Action Plan of 2024 by clicking on the link to insert on the Home page.

1_1_1
▼ GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards
▼ OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A/L qualified students (National and Foreign)
➤ 1.1.1. Strengthen the communication linkages with the public and media
1.1.2. Promote activities to enhance openness
1.1.3. Develop and display attractive promotional material for each study programme in all media
1.1.4. Promote establishment of new faculties, Departments, service centres/units to cater for emerging needs of training, technical and advisory services
1.1.5. Encourage exchange programmes to attract foreign students
1.1.6. Develop infrastructure to support enrolment of foreign students to study programs
➤ OBJECTIVE 1.2: To develop student competencies needed to bridge the gap between employer expectations and undergraduate skills through outcome-based education
➤ OBJECTIVE 1.3: To upgrade undergraduate and post-graduate study programmes to meet national and international quality standards
➤ OBJECTIVE 1.4: To increase the employability of undergraduates
➤ OBJECTIVE 1.5: To Increase the quality and relevance of the postgraduate study programmes

- Left hand corner of the page indicates the Goals of the Action plan. If you click on each goal, it will display a tab down list of the objectives and subsequently the Strategic Actions of the Action plan. First select the Goal, Objective and the Strategic Action that you going to insert. Selected ones will highlighted. Also at the right hand corner will show as below.

Insert Action

Fill the Form

Year	Select a year
Faculty Name	Faculty of Agriculture
Department/Center/Committee	Agri Biotechnology Center
Goal	GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards
Objective	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A/L qualified students (National and Foreign)
Strategic Action	1.1.1. Strengthen the communication linkages with the public and media

- The fields of Faculty Name and Department, Center or Committee will already be filled out according to your position as a user.
- In that please select the year of the activity should goes
- After select year, Department/ Unit/ Center/ Division/ Committee, Goal objective and Strategic Action will show the rest of the details needed.

You can see the Action Plan with the activities you have inserted.

- First select the year

Year

Faculty Name

Department/Center/Committee

Action Plan-2024

Goal	Objective	Strategic Action	Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	KPI	Coordinating Responsibility	Estimated Cost (Million)Source of funding
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	1-1-1-1:Test 1.2-1.1.1 edit	1	1	0	0	0	0	0	0	0	0	0	0	test	HoD	1.00(GOSL)
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	1-1-1-2: test 1.2-1.1.1	1	1	0	0	0	0	0	0	0	0	0	0	AAA	HoD	1.00(GOSL)
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	1-1-1-3: test action plan goal 1.1.1	1	1	0	0	0	0	0	0	0	0	0	0	AAA	HoD	1.00(GOSL)
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	1_1_1 -1: test101	1	0	0	0	0	0	0	0	0	0	0	0	111	113	10.00(GOSL)

4. SHOW ACTION PLAN FINAL

The Activities you insert to the Action Plan will be accepted, rejected or Accepted with modifications by the Dean, Director or Head of Division. This will show fully updated Action Plan as finalized by the Dean, Director or Head of Division for the selected year

- First select the year

Year

Faculty Name

Department/Center/Committee

Action Plan-2024

Goal	Objective	Strategic Action	Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	KPI	Coordinating Responsibility	Estimated Cost (Million)Source of funding
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	1-1-1-1:Test 1.2-1.1.1 edit	1	1	0	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00(GOSL)
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	1-1-1-2: test 1.1-1.1.1	1	0	0	0	0	0	0	0	0	0	0	0	Not Available	Secretary	2.00(Earn Funds)
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.1. Strengthen the communication linkages with the public and media	1-1-1-3: test action plan goal 1.1.1	1	1	0	0	0	0	0	0	0	0	0	0	Not Available	HoD	1.00(GOSL)
GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	OBJECTIVE 1.1: To be the most sought-after higher education-University attracting and enrolling the best performing A.L. qualified students (National and Foreign)	1.1.3. Develop and display attractive promotional material for each study programme in all media	1-1-3-1:Media conference	1	1	0	0	0	0	0	0	0	0	0	0	Not Available	Secretary	2.00(Earn Funds)

[Back](#)

5. SHORT SUMMARY

- First select the year

Goal 1-GOAL 1: Ensure quality and relevance of undergraduate and postgraduate programmes complying with national and international standards.	Goal 2-GOAL 2: Enhance opportunities for education by ensuring postgraduate and continuing education programmes being more flexible, accessible, innovative and open	Goal 3-GOAL 3: Enhance capacity for innovative research, scholarly work and partnerships targeting knowledge creation and socio-economic development with a global impact and visibility	Goal 4-GOAL 4: Strengthens administrative and financial management within a sustainable good governance framework	Goal 5-GOAL 5: Upgrade learning, working and living environment conducive for high-quality academic pursuits, professional development and productivity	Goal 6-GOAL 6: Enhance capacity and range of outreach engagements	Total
0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)

It will show the count of the activities of the Final Action Plan in Goal wise.