

A REPORT

1. Mr.Sumanapala will make available a list of suggested Books etc, for the Library
2. About 9 or 10 students in the Tamil Stream grade 12 studying for Advance Level invaded the grade 11 A & B classes of the Sinhala Medium Ordinary Level to settle some grudge when most of the senior Masters had gone to Bandarawela in connection with some Drama Produced by another College Teacher After inquiry it was decided to suspend the students concerned Mr.Nesaseelan's son was amongst the attackers. However due to the intervention of parents the suspension was waived and no disciplinary action was taken.
3. So also in connection with the cru de/vulgar comments written outside the staff common room toilet when the culprits were identified Mr.Nesaseelan's son who was the Head Prefect as well as the other perfected were removed from such office. The two students who were requested to leave after the incident of crude comments being written outside the staff common room toilets were Dinesh Kumar and Karthic of the Tamil Advanced Level batch.
4. Whilst Mr.Nesaseelan's son was studying for the O/L Exam's he had moved to start Tamil advanced Level classes. These classes commence at the end of year 2000 to accommodate these few Tamil Students it is expected that with the exit of this batch of Tamil A/L students and other senior students who will be sitting for the O/L Exams at the end of this year it will be easier to maintain discipline.

5. Miss.Sunethra Tennekoone is a teacher who is related to Mr.Seneviratne and from Wangiyakumbura and who has been recruited.
6. Mr.Sumanapala will furnish names of the academic staff and non academic staff. I.e Minor staff who are attached to the senior school and the primary section separately.
7. He will also supply the numbers of the Annual intake for 1999, 2000 & 2001.
8. Bell Simon's son Premadasa is even currently having 2 senior students as boarders at his residence outside college.
9. Although Mr.Shantha Madawela the Prefect of Games is reported to be charge of several games he could handle only cadetting & Athletics.
10. It is difficult for Mr.Dickumura to function effectively as Prefect of Discipline without the assistance of resident masters in charge of dorms.
11. It is not correct to have Premadasa handle staff leave, attendance, holidays & overtime, as he is a minor employee who was previously sweeping Foster Hall. It would be more appropriated if these sensitive matters are dealt with some one responsible in the office.
12. Mr.Seneviratne can be removed from the Accounts Department completely and entrusted duties elsewhere.
13. Mr.Upali Rajapakse can continue to remain as Accountant **with all his work properly supervised by the Head Master.**
14. Mr.Seneviratne has apparently been a student in college in grade 6 or 7 for about 1 ½, year. To have been taught by Masters whose

remuneration etc are being presently handled by him is also not quite appropriate or correct.

15. The very recent recruitment of 2 temporary teachers for the staff and in respect of whom each the time table has not been drawn up should not be made permanent simply because persons with the required competence have not been found. It would be appropriate to advertise those vacancies in due course and thereafter consider recruitment.
16. It has been observed that paper advertisements had appeared during the last few days not only for admission of students for the academic year 2001 but also for staff vacancies. This is a healthy practice to ensure that unnecessary influence and pressure is not brought on the Head Master.
17. Due consideration must be given for the appropriate number of students to be had on the Roll as well as the background and quality before selection and admission if college is to maintain certain standards. All and every student seeking admission shall not be granted with open arms.
18. Very few students even now use the college grounds for sports activities.
19. Miss. R K Nilanthi of Welimada was recruited as a temporary teacher of English for Years 6 to 8 on a salary of Rs.2000- 2500/- only because a proper person was not available. These vacancies must be advertised in due course and filled up.
20. Mr.Upali Rajapakse had been appointed to overlook computers and the study of computing, although he is not properly qualified,

in the absence of a qualified person. He was paid an allowance of Rs.3000/- p.m for this. More often than not he is reported to have simply opened the doors of the then Computer Room and disappeared soon thereafter.

21. Once the Computers where shifted to the Computer Room in the new Building opposite Foster Hall Mr.Rajapakse was once again put in charge, in the absence of a qualified Master. Although Mr.Jagath Keppetipola was competent and qualified he was not allowed to handle Computers or teach the subject despite several requests from the staff. It was only after, one Computer went missing which necessitated Police Intervention that Rajapakse was moved out and Mr.Keppetipola was put in charge in June/July 2001. However as the promised graduates pay was not given Mr.Keppetipola has left and now there is nobody to handle the subject.
22. Considering the importance of the subject it would be good to recruit a competent qualified teacher. At the time he left Mr.Keppetipola received about Rs.4500/- as salary plus a further 4500/- by way of an allowance for teaching Computers.
23. As regards teaching of English at least 3 more competent teachers are presently required for the current student population.
24. For the teaching of Science atleast one other competent teacher is required. Due to the non availability of a teacher Mr.Dammika presently takes a combined class of 10A & 10B comprising of 40 students. This number is too much for one class.
25. If Vollyball is to be played properly a proper coach is required.

26. Although deductions are made from staff salaries on account of Pension contribution they **are never remitted monthly**. These remittances are always late and generally 2 or 3 months arrears are remitted together.
27. The Provident Fund money of the minor staff is supposed to be in 08 separate accounts at the Welimada Branch of the HNB in one account at in Colombo and in one Account at the NSB. It will be necessary to go into the documents & files and verify the correct position.
28. It is also reported that no statements of Accounts are made available to any members of the provident fund and the members are unaware of the amount standing to their credit etc. The Rules are sure to have provided for the issue of regular statements of account failure to adhere to the Rules of the Provident Fund may entail unnecessary prosecution by the Department of Labour.
29. A Doctor does not visit college on a regular basis. It would be a good idea to have the Doctor visit with some regularity particularly as very small children are in the Hostel Immunization and Inoculations and Vaccinations etc, should be attended to during the term as previously done during the time Mrs. Hayman was in charge of the sick room.
30. After having called for and on receipt of list of duties of each employee the Head Master should consider the overall picture and re allocate duties accordingly. He is reported to be an administrator of much expensive and should be able to handle that aspect if it -
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31. The present shortcut made use of by students from the senior Dorms to go to the class rooms, below the dinning hall adjacent to the wells and through the orchard must be prohibited and the area made Out of Bounds.
32. If the Head Master does a surprise check during night Prep he will find that the master on duty is not there and the children are at play.
33. One security officer must accompany the Head Master on all his night rounds during prep, dinner time and to the dorms during night room time.
34. An effort must be made to have prefects in charge of senior dorms by the year 2002 or atleast 2003, when it is hoped there wilbe a better quality of students.
35. Consideration must be given whether the students must be made to occupy dorm space in a more viable manner unless there is a more compelling reason to continue the present allocation.
36. No employee should be permitted to determine wherever he is to do overtime work and the duration for such overtime work. Overtime should be authorized only by the Head Master and that too if the allocated duties cannot be completed during normal working hours, and the work is such that it must be done and completed that same day.
37. Some inquiry must be made regarding Mr.Seneviratne as to what happened to the credit sales invoices of the farm which are missing.
38. It is found that over 10 class rooms are empty.

