

By-Law for the Staff Development Centre

The University of Jaffna, Sri Lanka (*hereinafter referred to as "the University"*) hereby adopts these By-laws related to the Staff Development Centre as recommended by the Senate of the University (*hereinafter referred to as "the Senate"*) at its 451st meeting held on 22nd January 2021 and approved by the Council of the University (*hereinafter referred to as "the Council"*) at its 455th meeting held on 31st July 2021 under the provisions of Section 135 of the Universities Act No. 16 of 1978 and as amended by the Act No. 7 of 1985 and No. 26 of 1988 based on the UGC Circular No. 937 and enforced with effect from 31st July 2021.

These By-laws supersede all other By-laws, regulations and procedures that may have been in operation hitherto in relation to the Staff Development Centre.

PART I: General

1. This By-law may be cited as the Staff Development Centre By-law No. 08 of 2021 of University of Jaffna and enforced with effect from 31st July 2021. Short Title
2. The University of Jaffna (*hereinafter referred to as "the University"*) hereby adopts this By-law as recommended by the 451st Meeting of the Senate of the University (*hereinafter referred to as "the Senate"*) held on the 22nd January 2021 and approved by the Council of the University (*hereinafter referred to as "the Council"*) at its 455th meeting held on 31st July 2021 under the provisions of the section 135 of the Universities Act No. 16. of 1978, as amended by the Universities (*amendment*) Act of No. 07 of 1985 and No. 26 of 1988 (*hereinafter referred to as 'the Act'*). Approval of the By-law
3. This By-law has been developed for the effective functioning of the Staff Development Centre (*hereinafter referred to as SDC*).
4. Terminology
 - (a) "**Council**" means the Council of the University of Jaffna constituted by the Universities Act No. 16 of 1978 and its subsequent amendments.
 - (b) "**Senate**" means the Senate of the University of Jaffna constituted by the Universities Act No. 16 of 1978 and its subsequent amendments.
 - (c) "**Director**" means the Director of the Staff Development Centre. Any questions regarding the interpretation of this By-law shall be referred to the Council whose decision thereon shall be final.

5. The overall objective of the SDC is to engage in sustained improvement of the human resource capacity of the University and thereby promote allegiance of the staff of the University; improve core knowledge and competency of all categories of the staff and introduce modern and innovative technologies and tool into the core business of the University.
- Objective

PART II: Management of SDC

6. The SDC shall be under the purview of the Vice Chancellor and managed by a Director supported by two Coordinators. Its administrative and financial control shall be effected through a Management Committee. In addition, the Director shall be assisted by a Programme Committee of Staff Training.
- Management
7. The executive authority of the SDC shall be vested in the Management Committee (*hereinafter referred to as "the MC"*) which shall be responsible for the activities of the SDC, including financial matters.
- Management Committee
(MC)
8. By this By-law, the MC shall, for the purpose of administrating the affairs of the SDC, exercise, discharge and perform the powers, duties and functions conferred on or assigned to the SDC.
9. The MC shall consist of the following persons:
- Composition of MC
- Vice Chancellor (*Chairperson of MC*)
 - Rectors of Campuses
 - Directors of Institutes
 - Deans of the Faculties
 - Director of the SDC (*Secretary to MC*)
 - Coordinators of SDC
 - Registrar
 - Bursar
 - Librarian
 - Two members of the Council nominated by the Council from among UGC appointed members
 - Two senior members nominated by the Senate from among its members
- 10.
- Terms of Reference
(TOR) of (MC)
- (a) The term of office of members of the MC other than ex-officio members shall be three years with provision for reappointment. The maximum continuous period that a member can serve shall, however, be restricted to two successive terms.

- (b) A non ex-officio member of the MC may resign from his/her office by letter to that effect addressed to the Vice Chancellor.
- (c) A non ex-officio member failing to attend three consecutive meetings without notice shall cease to be a member.
- (d) Where a vacancy occurs, the person nominated to fill the vacancy shall hold office for the unexpired term.
- (e) The MC shall meet at least six times each calendar year, at approximately two-month intervals.
- (f) The quorum for a meeting of the MC shall be 50% of its total membership.

11. The MC shall exercise the following powers, duties and functions.

Powers and Functions

- (a) Take all policy and administrative decisions deemed necessary for the effective working of the SDC and the realization of the objectives of the SDC.
- (b) Appoint, terminate and exercise disciplinary control over contractual staff required for overall and effective implementation of projects undertaken by the SDC.
- (c) Recommend wages, salaries or other remuneration of such staff to the Council via the Finance Committee.
- (d) Determine the terms and conditions of service of such staff
- (e) Establish and regulate schemes for the benefit of such staff and ensure contributions thereto.
- (f) Raise core funds for the SDC and for projects undertaken by the SDC, with the approval of the Council and manage the finances of the SDC.
- (g) Review and evaluate the progress of the SDC.
- (h) Decide on matters pertaining to publications by the SDC such as Training Manuals for use by the SDC.
- (i) Recommend to the Council for the appointment of qualified auditors to examine the accounts of the SDC.
- (j) Present a duly audited and certified annual statement of accounts to the Council for its approval and, if deemed necessary, to donors through the Vice Chancellor.
- (k) Appoint such bodies, as may deem necessary for the effective functioning of the SDC.
- (l) Delegate any of its powers, duties and functions to the Chairman, Director or to any other body appointed under Clause

3.4 of this By-law. Such delegation shall, however, not divest the MC of such powers, duties and functions.

- (m) Take all such other measures which may deem necessary for the achievement of the objects of the SDC including the exercise of powers conferred by other relevant provisions of this By-law.
 - (n) Approve the list of resource persons for the Induction programme and short term certificate and diploma courses, workshops and seminars recommended by the Programme Committee for Staff Training (PCST).
12. The MC shall forward its monthly report to the Senate and the Council.
 13. The MC shall be reviewed for performance annually by a review committee appointed by the Senate. The review report shall be submitted to the Senate and the Council.

Appointment of Staff

14. Applications for the post of Director shall be entertained internally from senior academics of the grade, Senior Lecturer Grade I or above, for full-time or part-time appointment, as the case may be, and selection shall be by a panel appointed by the Council. The term of office of the Director shall be 3 years with provision for reappointment. Director
15. The Coordinators shall be appointed by the Council on the recommendation of the Vice Chancellor and the MC. Applications shall be entertained from internal candidates for appointment as Full-time or Part-time Coordinator, as the case may be, and selection shall be by a panel appointed by the Council. The term of office of a Coordinator shall be 3 years with provision for reappointment. Coordinators
16. The Computer Applicant Assistant and Labourer are members of the permanent staff of the SDC. Other staff

Duties and Functions of the staff

17. Director
 - (a) The Director of SDC shall manage the SDC under the direction and guidance given by the MC. The specific duties of the director are:
 - To function as the Secretary to the MC

- to function as the Chief Executive Officer of the SDC and manage the SDC along with the Programme Manager and the two (2) Coordinators according to the guidelines, norms and procedure established by the University and as specified by the MC
- to function as the administrative and accounting officer of the SDC answerable to the Vice Chancellor.
- to instruct and advice subordinate staff to maintain regular records and provide secretarial assistance to the Director and for staff training activities and to maintain the accounts of the SDC in such form and manner as may be prescribed by the University.

(b) The Director is authorized to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts to make authorized payments, and to prepare for the MC and the Council such triennial estimates as required and annual financial appropriations for the ensuing year.

18. The Coordinator for Education Technology shall be responsible for designing and conducting training programmes in

Coordinator for
Education Technology

- (a) curriculum development and revision— concepts, tools and techniques;
- (b) development and use of learning resources for academic teaching and learning;
- (c) teaching, training and assessment methods, research methods and scientific writing;
- (d) academic and student counselling; and
- (e) strategic planning and management of higher educational institutions.

19. The Coordinator for E-learning and IT Literacy shall be responsible for

Coordinator for E-
Learning and IT Literacy

- (a) designing and conducting training in preparation of ICT-based learning tools;
- (b) the use of ICT-based tools and techniques for academic, face-to-face and on-line teaching and self-learning;
- (c) the use of ICT-based tools for conducting in-course assessment;
- (d) providing on-line academic counselling service for students; and

- (e) designing and conducting training programmes to improve IT literacy of academic and non - academic staff.

20. Programme Manager (PM) is a functional title assigned to the Deputy Registrar or Senior Assistant Registrar or Assistant Registrar designated to

Programme Manager

- (a) provide services as the administrative officer of the SDC;
- (b) provide administrative assistance to the Director/SDC; and
- (c) coordinate all in-service staff development training programmes approved by the MC of the SDC for all academic and non-academic staff and provide logistic support for training programmes on Education Technology, E-learning and IT Literacy

Programme Committee for Staff Training

21. The Programme Committee for Staff Training (PC/ST from here on) assists the SDC to identify training needs of all categories of university staff.

Programme Committee

22. The PC/ST shall consist of the following members:

Composition of PC/ST

- Director of the SDC (Chairperson)
- Dean or nominee of each Faculty
- Coordinator for Educational Technology
- Coordinator for E-learning and IT literacy
- A senior member of staff of the Library nominated by the Librarian
- Head of Computer Unit
- Head of English Language Teaching Unit (ELTU)
- Director of Centre for Open and Distance Learning
- Director, Career Guidance Unit

Programme Manager shall function as the Secretary.

23.

TOR of PC/ST

- (a) The term of office of non ex-officio members of the PC/ST shall be three years with provision for reappointment. However, the maximum period that a member can serve continuously shall be two consecutive terms.
- (b) A non ex-officio member of the PC/ST may resign from his/her office by letter to that effect addressed to the Vice Chancellor.
- (c) A non ex-officio member not attending three consecutive meetings without notice shall cease to be a member.

- (d) Where a vacancy occurs, the person appointed to fill the vacancy shall hold office for the unexpired term only.
- (e) The PC/ST shall meet at least six times each calendar year, at approximately two month intervals.
- (f) The quorum for a meeting of the PC/ST shall be half of its total membership.
- (g) The PC/ST shall have the power to co-opt any appropriate person in order to assist the Committee.
- (h) The PC/ST shall assist the Director to identify training needs among all categories of staff through needs assessment and to design the curricula and syllabi of programmes.
- (i) Any new programmes to be conducted by the SDC shall be designed by the PC/ST in accordance with Credit and Qualification Frame Work for short term certificate and diploma courses as prescribed under the QAAC of UGC.
- (j) The PC/ST shall periodically recommend to the MC lists of resource persons for the Induction Programme and short term certificate and diploma courses, workshops and seminars.
- (k) The PC/ST shall submit the curricula and syllabi for all programmes except seminars and short courses through the MC to the Senate and the Council for review and approval.

PART III: Funds and Property Management of SDC

- 24. Administrative and financial control of the SDC shall be effected through the MC. Receiving Money
- 25. Money received by the SDC shall be considered as funds of the SDC.
- 26. All money received by the SDC for specific projects or purposes shall be deposited in the University bank account in favour of the SDC.
- 27. If for any reason, it is necessary to open a bank account on behalf of the SDC independently of the University bank account, the MC shall, together with its recommendations regarding the operation of such account, refer the matter to the Vice Chancellor for approval. In the event of such an account being established, the MC shall be responsible for its operation. Bank Account

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| 28. | The Vice Chancellor and the Director shall, on behalf of the University, sign all funding agreements with donors. | Funding Agreements |
| 29. | The responsibility of receiving all such monies, their custody and disbursement shall be vested in the MC by the University for their use for specified purposes under the direction of the MC. | |
| 30. | The SDC shall maintain income and expenditure accounts for each project or purpose in addition to records maintained by the appropriate authorities of the University. | Maintaining Account |
| 31. | <p>(a) Property, both movable and immovable acquired by way of purchasing or otherwise shall be vested in the University</p> <p>(b) The SDC shall accept bequests, donations and other grants of property with concurrence of the Council.</p> <p>(c) The SDC shall request the Council to act on its behalf in all matters relating to the acquisition and disposal of any immovable property.</p> <p>(d) In the event of the SDC ceasing to function, its assets shall be vested in the University of Jaffna.</p> | Control of Property |
| 32. | If any difficulty arises in interpreting the provisions of this By-law, the issue shall be referred to the Council whose decision on them shall be binding on the SDC. | Financial Year |
| 33. | No action by or on behalf of the SDC be it through the MC or Director or any other body/officer by virtue of authority delegated to such body/Director/officer by the MC shall bind the Council unless the Council's approval has been sought and obtained for such action. | |

PART IV: Regulation of SDC

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| 34. | All common regulations applicable to Universities in Sri Lanka and the University of Jaffna in particular, shall also be applicable to participating staff enrolled in the SDC. | Regulation |
| 35. | Any provision of this By-law may be revised or amended as appropriate by the Council on recommendation by the MC. | Revision |
| 36. | If there arises an issue that cannot be addressed by the provisions of this By-law, the MC shall make a decision on the issue subject to approval by the Council. | Issues |

37. If there is discrepancy between interpretations of any provision of this By-law, the interpretation by the Council shall prevail. Interpretations

This document UJ/R/BL/08/2021, "By-Law for the Staff Development Centre" was approved by the Council of University of Jaffna at its 455th meeting held on 31st July 2021.

Director / CQA

The Council at its 455th meeting held on 31.07.2021 approved / did not approve / noted the above.

[Signature]
Registrar
(31.07.2021)

Registrar's Office
University of Jaffna.

