

Progress report of Staff Development Centre, University of Jaffna **from 2013 to 2016**

The Staff Development Centre has been set up with the objective of facilitating the continuing development of knowledge, skills and attitudes required for the efficient and effective functioning of the staff of the university. The centre supports the initial and continuing professional development of staff engaged in teaching, research and academic leadership activities across the University. SDC conducts Induction programmes for all new recruits of academic in the university and several skill enhancement programmes.

I. Progress made with respect to implementing reforms prescribed by Commission Circular No. 937

Strengthening the governance and management of SDC

The University established both Management Committee (MC) and Programme Committee of Staff Training (PCST) in September 2011. Its activities are facilitated by these committees as well as university procurement committee.

Both Management Committee and Programme Committee were established in 2011

Key components	Progress made/state/remarks including the constraints faced
(a) Management Committee (Names& Designations)	The Vice Chancellor (Chairperson/MC) Rector / Vavuniya Campus Dean / Agriculture Dean / Applied Science Dean / Arts Dean / Business Studies Dean / Engineering Dean / Graduate Studies Dean / Management Studies & Commerce Dean / Medicine Dean / Science Registrar Bursar Librarian Coordinator / E-learning and IT Literacy Coordinator / Educational Technology Prof.G.Pulendran (Senate nominee) Prof.R.Vigneswaran (Senate nominee) Dr.Aru Thirumurugan (Council nominee) Dr.P.Lakshman (Council nominee) Director/SDC (Secretary/MC)
(b) Programme Committee (Names & Designations)	Prof.P.Ravirajan (Chairman) Prof.S.Srisatkunarajah Dr.T.Kumanan Dr.T.Sanathanan Mrs.B.J.Rasanan

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	Dr.P.Alvaipillai Dr.B.Nimalathan Dr.S.Krishnakumar Dr.A.Pushpanathan Dr.Mrs.S.Sivapalan Dr.Mrs.A.Sathiyaseelan Mr.K.Thabotharan Head/Computer Unit Head/ELTU Director/ Career Guidance Mr.K.Gnanabaskaran
(c) Staff (Names)	
i. Director	Prof.P.Ravirajan
ii. Co-ordinator (s)	Dr.E.A.Y. Charles Mr.S.Ketheeswaran
iii. Programme Manager	Mr.K.Gnanabaskaran

II. Development and Strengthening of infrastructure facilities

(i) Office of the SDC was renovated



Rooms for the Director and CAA

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(ii) Reading / Language rooms Refurbished for Staff



Book shelves, Cupboards, CDs, Computers – to be purchased

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(iii) Multipurpose Seminar Hall was established

(a) For conference / meeting

Prof.P.Ravirajan



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(b) For Teacher Centred teaching activities



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(C) For student - Centred teaching activities



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III. Acquisition of Equipment & Furniture

(i) Purchased Equipment

- Audio Conference units
- Note Book Computers
- Multimedia Projector & Screen
- Multifunctional Digital Copier -02
- Scanner – A3
- Digital Display System & Brackets - 06
- Digital Camera
- Interactive Multimedia Projector
- Amplifier – type I
- Fax

(ii) Furniture

- Movable conference Hall Chairs - 60
- Trapezoidal Tables – 08 (for group works)
- Movable white boards for student centred teaching

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IV. Conducted more than forty CPD for the last three years

CPD Ref.No.	Date	Title of the CPD programme	Resource person(s)	Target group	No. of staff trained
SDC/13/02	28.01.2013	Training Programme on Soft Skills	<ul style="list-style-type: none"> Dr.BMKPerera, Director, Career guidance, UoP 	Administrative and Non-Academic Staff	30
	29.01.2013				
SDC/13/03	28.01.2013	Seminar on Strategic Planning and Management for Universities	<ul style="list-style-type: none"> Prof.Abeyagunawardana, Chairman/ Standing committee on Staff Development 	Academic and Administrative Staff	60
SDC/13/04	09.03.2013	Workshop on Curriculum Design and Revision	<ul style="list-style-type: none"> Dr.Gominda, Human Resource Manager/HETC 	Probationary staff and faculty reps	50
	10.03.2013				
SDC/13/05	11.03.2013	Training Workshop on Curriculum Development and Preparing Proposal to the UGC for approval	<ul style="list-style-type: none"> Dr.Gominda, Human Resource Manager/HETC Prof.Abeyagunawardana, Chairman/ Standing committee on Staff Development 	Staff from Faculties of Arts and Management & Commerce	49
SDC/13/06	14.03.2013	Awareness Seminar on IELTS	<ul style="list-style-type: none"> Mr. Ian Cameron, Branch Manager, 	Junior Staff and students	40
SDC/13/07	16.07.2013	Dimensions of Body & Modulation of Mind	<ul style="list-style-type: none"> K KGanesji Programme, Director, Art of Living Faculty, Bangalore 	Junior Staff and students	40
SDC/13/08	12.07.2013	Office Organization & Management	<ul style="list-style-type: none"> Mrs.S.Kumarasamy, SAR / Exam Mr.R.Sharveswara, AR / Medicine 	Non-Academics	20
SDC/13/09	26.07.2013	Essential Soft Skills	<ul style="list-style-type: none"> Mr.R.Jeyakumar, AR/Applied Science 	Non-Academics	25
SDC/13/10	15.10.2013	Safety Precautions at the Laboratories	<ul style="list-style-type: none"> Prof.S.N.Surendran, Dr.P.Iyngaran, Mr.V.Senthil 	Laboratory Staff	32
SDC/13/11	22.10.2013	5S concept	<ul style="list-style-type: none"> Dr.T.Mangaleswaran 	Non-Academics	20
SDC/13/12	Nov.2013 -Dec. 2013	Orientation and preparation on 'Academic IELTS'	<ul style="list-style-type: none"> Dr.T.Karunaharan and Mrs.I.P.Dhanushyan 	Lecturers, Instructors and Demonstrators	31
SDC/13/13	Nov.2013 -Dec. 2013	Induction programme - 2013	<ul style="list-style-type: none"> Staff from UoJ, UGC and HETC 	Probationary staff	30

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SDC/13/14	23.11.2013	Undergraduate Study Programs	<ul style="list-style-type: none"> • Dr.Gominda Ponnampereera 	Academic and academic supportive staff	60
SDC/13/15	24.11.2013	Strategic Planning and Management	<ul style="list-style-type: none"> • Prof. H. Abeygunawardena • Dr.BMKPerera 	Academic and Executive Staff including deans, heads of the department / unit	67
SDC/13/16	25.11.2013	Academic, Career and Student Counselling	<ul style="list-style-type: none"> • Dr.BMKPerera 	Probationary staff and students	53
SDC/13/19	26.11.2013	Workshop on Crash course on Word Processing	<ul style="list-style-type: none"> • Mrs.R.Mahesan • Dr.S.Mahesan 	Clerks and CAAs	20
SDC/13/20a	26.11.2013	Workshop on ICT	<ul style="list-style-type: none"> • Mr.K.Thabotharan • Dr.A.Ramanan • Mr.K.Sarveswaran 	Junior Academic Staff	33
SDC/13/20b	28.11.2013	Workshop on ICT	<ul style="list-style-type: none"> • Dr.E.Y.A.Charles • Mrs.R.Mahesan • Dr.S.Mahesan 	Junior Academic Staff	33
SDC/13/21	28.11.2013	Workshop on Recurrence expenditure related to Traveling claim	<ul style="list-style-type: none"> • Mr.V.Sivakumaran 	All the staff	25
SDC/13/22	02.12.2013	Opportunities to study in Europe	<ul style="list-style-type: none"> • Simone Brotini 	Junior academic staff and final	40

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2014

CPD Ref.No.	Date	Title of the CPD programme	Resource person(s)	Target group	No. of staff trained
SDC/14/01	16-18.04.2014	Their Technology & Business Potential for Sri Lanka	<ul style="list-style-type: none"> • Prof.SivaSivannanthan • Dr. Tim Coutts • Dr. Ramesh Dhere • Dr.Mowafak Al-Jassim • Dr. Tim Gessert • Mr. Kevin Berliner 	Sri Lankan Academics and research students in the field of Solar cells	75
SDC/14/03	31.05.2014 04.06.2014 21.06.2014 28.06.2014	Workshop on Managing Bibliographic References using Endnote software	<ul style="list-style-type: none"> • Prof.P.ravirajan • Mr.S.Ketheeswaran 	Academics and Researchers	22 36 30 34
SDC/14/04	02.07.2014 12.07.2014 26.07.2014	LMS for online Teaching/Learning and Assessment	<ul style="list-style-type: none"> • Dr.E.Y.A Charles • Mr.K.Sarveswaran 	Academics	23 18 26
SDC/14/05	16.07.2014 & 18.07.2014 23.07.2014 & 30.07.2014 02.08.2014 & 04.09.2014	Workshop on Website management	<ul style="list-style-type: none"> • Mr.K.Sarveswaran 	All the staff	135
SDC/14/06	02.10.2014 & 03.10.2014 16.10.2014	Workshop on Enhancing Research Competencies: social Science	<ul style="list-style-type: none"> • Prof.T.Velnamby • Dr(Ms).D.Rajasooriyar 	Academics & Executive staff	58
SDC/14/07	11.10.2014	Workshop on ICT Application in Libraries	<ul style="list-style-type: none"> • Mr.S.Katheeswaren 	Library staff and any other patron in University Library Service	32
SDC/14/08	13.10.2014 14.10.2014 20.10.2014	Workshop on Enhancing Research Competencies: Humanities	<ul style="list-style-type: none"> • Prof.N.Gnanakumaran • Mr.M.Sinnathamby 	RAFA Academic staff and executive staff	31 30 34
SDC/14/09	17.10.2014	Workshop on Examination Practices and Regulation	<ul style="list-style-type: none"> • Mr.K.K.Arulvel • Prof.G.Mikunthan 	RAFA Academics	25

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2015

CPD Ref.No.	Date	Title of the CPD programme	Resource person(s)	Target group	No. of staff trained
SDC/2015/01	30.01.2015	Workshop on Higher Education Sector and University Governance	<ul style="list-style-type: none"> Prof. H. Abeygunawardena Mr.TissaNandasena 	Academic and Executive staff	32
SDC/2015/02	31.01.2015	Workshop on Strategic Planning and Management for Universities	<ul style="list-style-type: none"> Prof. H. Abeygunawardena, 	Academic and Executive staff	28
SDC/2015/03	01.02.2015	Workshop on Essential Soft Skills for Academics	<ul style="list-style-type: none"> Dr. BMK Perera 	Academics	29
SDC/2015/04	27.02.2015	Workshop on Teaching and Learning Methods	<ul style="list-style-type: none"> Dr.Gominda Ponnampereuma 	Academics	29
SDC/2015/05	28.02.2015	Workshop on Student-Centered Teaching Methods	<ul style="list-style-type: none"> Dr.Gominda Ponnampereuma 	Academics	34
SDC/2015/06	01.03.2015	Workshop on Assessment and Evaluation	<ul style="list-style-type: none"> Dr.Gominda Ponnampereuma 	Academics	37
SDC/2015/07	04.04.2015	Seminar on Scientific Research: Planning, Implementation and Dissemination	<ul style="list-style-type: none"> Prof. Kamal B. Gunaherath Dr. M.C.M. Iqbal Prof Chandrani Wijeyaratna Dr. (Ms.) Asoka Ramanayake Prof. Sumedha Jayanetti 	Academic and Executive staff	
SDC/2015/08	28.03.2015	Workshop on Statistical Package for Social Science (SPSS)	<ul style="list-style-type: none"> Mr.S.Balaputhiran Mrs.S.Shanmugathas Dr.B.Nimalathanan 	Academic and Executive staff	57
SDC/2015/09	30.04.2015	Seminar on Australian Award: Scholarships & Fellowships	<ul style="list-style-type: none"> Professor Missaka P B Wijayagunawardane 	Academics and final year students	40

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SDC/2015/10	02.07.2015 03.07.2015	Workshop on Laboratory Management	<ul style="list-style-type: none"> • Mr.C.Arunagrathan • Mr.A.Sivakumaran • Mrs.K.Sritharan 	Technical officers in Laboratories	25
SDC/2015/11	09.07.2015 10.07.2015 16.07.2015 17.07.2015	Training Workshop on ICT usage for Computer Application Assistants	<ul style="list-style-type: none"> • Mrs. R. Mahesan • Mrs. V. Surendranathan • Mrs. P. Balendran • Mrs. S. Aravinthan • Mr. K. Ananthkrishnan • Mr.T.Sugirthan • Mr.P.Gobikrishna • Dr. E.Y.A. Charles • Mr. K. Sarveswaran 	Computer Application Assistants and Clerks	43
SDC/2015/12	16.09.2015	Workshop on Laboratory Maintenance	<ul style="list-style-type: none"> • Mr.C.Arunagrathan • Mr.A.Sivakumaran 	Laboratory attendants	

2016

CPD Ref.No.	Date	Title of the CPD programme	Resource person(s)	Target group	No. of staff trained
SDC/2016/02	16.02.2016	User Awareness Programme on SCOPUS: Largest abstract and Index database	<ul style="list-style-type: none"> • Eng.Vijay Reddy Scopus, Elsevier India 	Research Students, Academics and other researchers	70
SDC/2016/03	08.04.2016	Workshop on Strategic Planning and Management for Universities	<ul style="list-style-type: none"> • Prof. H. Abeygunawardena • Dr.T.Mangaleswaran • Prof.B.Nimalathasan 	All the Staff (Academic, Executive and Non-Academic Staff)	36
SDC/2016/04	25.04.2016	Workshop on Financial Management Guidelines of the University	<ul style="list-style-type: none"> • Mr. K. Kanakarathnam • Mr. V. Kanagasabapathy 	Deans, Heads of the Department/ Unit, and Executives	53
SDC/2016/05	06.05.2016	Workshop on Assessment and Evaluation	<ul style="list-style-type: none"> • Prof.Uma Coomaraswamy 	Academic staff	28
SDC/2016/06	07.05.2016	Workshop on Teaching	<ul style="list-style-type: none"> • Prof.Uma 	Academic	28

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06	016	Learning Strategies	Coomaraswamy	staff	
SDC/2016/07	08.05.2016	Workshop on Quality Assurance (QA) and Continuous Quality Improvement	<ul style="list-style-type: none"> Prof.Uma Coomaraswamy 	Academic staff	25
SDC/2016/08	February – May 2016	Induction Programme (IP) for Academics	Resource persons from the university and other universities	Probationary Staff	32
CPD/2016/09	10 & 11.06.2016	Workshop on Doing Research and Writing papers – Part I	Prof. Jayadeva Uyangoda, Senior Professor in Political Science, University of Colombo	Academics and Executives	75
CPD/2016/10	06.06.2016	Workshop on preparation of question papers based on Outcome Based Curriculum	Prof. S. Srisatkunarah, Mr.M.Sinnathamby, RtdProfessor in Education	Academics	40
CPD/2016/11	17.07.2016	Crash Course on Academic writing skills	Ms. Rebecca Rawnsdon (IELTS trainer and Examiner), Branch Manager, British Council Jaffna	Academics & Executive	30
CPD/2016/12	15 & 16 .07.2016	Workshop on Doing Research and Writing papers - Part II	Prof. Jayadeva Uyangoda, Senior Professor in Political Science, University of Colombo	Academics and Executives	