

Staff Development Centre

University of Jaffna, Sri Lanka

Induction Programme for Academic Staff (IP) – 2018

Details of the Programme

This programme will be conducted based on the training manual designed and developed by the University Grant Commission (UGC) under Higher Education for the Twenty First Century (HETC) Project. Electronic copy this manual can be downloaded from <http://www.jfn.ac.lk/sdc/index.php/downloads>. Duration, aim, intended learning outcomes, learning resources, learning activities, assessment strategy, syllabus, essential reading and supplementary reading for each of the ten modules of this training programme can be found in the manual.

Contents & Duration

The programme consists of **ten** modules covering at least 150 hours of work as distributed below.

Module 1	Orientation as a University Teacher	7.5 hours of scheduled work sessions and at least 5 hours of related work outside the scheduled sessions
Module 2	Personal Development and Counseling	8 hours of scheduled work sessions and at least 6 hours of related work outside the scheduled session
Module 3	Teaching and Learning Methods	20 hours of scheduled work sessions and at least 8 hours of related work outside the scheduled sessions
Module 4	Assessment and Evaluation	7.5 hours of scheduled work sessions and at least 5 hours of related work outside the scheduled session
Module 5	Curriculum Design and Revision	8 hours of scheduled work sessions and at least 7 hours of related work outside the scheduled sessions
Module 6	ICT skills in Higher Education	8 hours of scheduled work sessions and at least 7 hours of related work outside the scheduled sessions
Module 7	Teaching Practice	16 hours of scheduled work sessions and individual presentations
Module 8	Research in Higher Education	8 hours of scheduled work sessions and at least 8 hours of related work outside the scheduled sessions, participants will be required to submit a research proposal.
Module 9	University Administrative Procedures	6 hours of scheduled work sessions and at least 2 hours of related work outside the scheduled sessions
Module 10	Strategic Planning and Management	6 hours of scheduled work sessions and at least 2 hours of related work outside the scheduled sessions

Criteria for Successful Completion of the Programme

- Overall attendance of a participant should not be **less than 70% with minimum 50% attendance for each module**

If the overall attendance of the participant is less than 70% and his/her attendance in any module(s) is 80 % or more, he/she can be allowed to complete the module(s) for which the attendance and assignment grades are satisfactory.

