Staff Development Centre
University of Jaffna, Sri Lanka

Induction Programme for Academic Staff (IP) – 2019

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.unit.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 I	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.

- Out of the ten modules a participant should have obtained satisfactory grades for assignments submitted for six modules and should have satisfactorily completed either of a teaching activity or an oral presentation (Module 7: Teaching Practice).

  To submit an assignment, a participant should have 50 % minimum attendance to the relevant module. If any participant could not satisfy 50 % of attendance for a module with their proper batch, he/she should follow the module with future batch(es) and shall then submit the assignment.

- A portfolio needs to be submitted one week prior to the end of the programme. The portfolio is essentially a 5000-6000 word piece of writing which should be written within the academic guidelines and words in excess of 6,000 will not be considered. This summative assessment will require demonstration of the achievement of the learning outcomes for the programme. The participants should reflect on the professional growth gained as a result of the experience of following the Staff Development programme and teaching in their respective Higher Education Institution.

Medium

The course will be conducted in English

Programme Schedule

The programme will be conducted mostly during weekend and Fridays.

Course fee

Participants, **other than probationary staff of the University of Jaffna, Sri Lanka** should pay the relevant fee as follows. Course fee for the entire program is Rs.33,000.00. Candidates who wish to follow selected modules can pay the fees of those modules as detailed below.

Module	Title	Fee(Rs.)
1	Orientation as a University Teacher	3000.00
2	Personal Development and Counseling	3000.00
3	Teaching and Learning Methods	4000.00
4	Assessment and Evaluation	3000.00
5	Curriculum Design and Revision	3000.00
6	ICT skills in Higher Education	3000.00
7	Teaching Practice	4000.00
8	Research in Higher Education	3000.00
9	University Administrative Procedures	3000.00
10	Strategic Planning and Management for Universities	4000.00
		33,000.00

Staff

Director   Dr. R. Vijayakumaran

Co-ordinator (s)   Dr. P. Pratheepkanth

         Mr. A. Nithilavarnan

Programme Manager   Mr. K. Gnanabaskaran

Registration

To register for this programme, you are required to submit printed application form which can be downloaded from http://www.unit.jfn.ac.lk/sdc/index.php/downloads/ . The signed application form should be sent to the Director/Staff Development Centre, University of Jaffna, Sri Lanka on or before **June 25, 2019**. Applicants, other than probationary staff of the University of Jaffna should pay the relevant fee and attach the paying voucher.