

Induction Programme for Probationary Academic staff – 2017

List of Topics and Resource persons

	Topics	Resource person
Module 1: Orientation as a University Teacher	Multifaceted role of the university teacher and their code of conduct	Prof. H. Abeygunawardena
	Education Reforms in the 21 st Century	Rtd.Prof. M. Sinnathamby
	History of the University of Jaffna and its contribution to the Higher Education of Sri Lanka	Prof. K. Kandasamy
	Higher Education Sector and Trends	Prof. H. Abeygunawardena
	Legal Framework for Governance of Universities	Prof. H. Abeygunawardena
	Establishments Code and other Provisions for Managing Universities	
	Academic and Organizational Structure of the University	Prof. Ms. V. Arasaratnam
	Master Plan of the University : University's corporate vision, plan and its implementation strategies	
	Impact of Staff performance on University ranking	Prof. P. Ravirajan
Module 2: Personal Development &	Career Goals and Professional Development	Dr. B.M.K. Perera
	Time Management	Prof. T. Velampy
	Stress Management	Dr. A. Saravanabawan
	Counselling role of the Teacher in Higher Education	Dr. B. M.K. Perera
	Soft Skills, Reflective Practice and Emotional Intelligence	Dr. J. Robinson
	Academic counselling	Dr. B.M.K. Perera
Module 3: Teaching and Learning Methods	Training Needs and Target Population	Dr. N. Kengatharan
	Levels of Learning and Learning Outcomes	Dr. R. Vijayakumaran
	Learning Styles and Learning Theories	Rt. Prof. M. Sinnathamby
	Learning styles	Dr. S. Kannathasan
	Teaching Philosophy and Teaching Portfolio	Prof. S. Srisatkunrajah
	Teaching and Learning Strategies	Rt. Prof. K. Sinnathamby
	Teaching method: Problem Based Learning (PBL)	Dr. (Ms). G. Sathiyathas
	Teaching Method: Small group discussion	Dr. S. Balakumar
	Teaching method: Teacher Centred VS Student Centred	Rt. Prof. K. Sinnathamby
	Lesson planning	Dr. R. Vijayakumaran
Teaching Skills, Active Instruction techniques	Mr. A. Nithliavarman	
Module 4: Assessment	Assessment and Evaluation Summative and Formative Assessments	Prof. Kalyani Perrera
	Assessment Methods and Types of Questions	
	Marking Schemes, Model Answers and Assessment Rubrics	
	Giving Constructive Feedback to Students and Staff	

Approved by the Management Committee of Staff Development Centre.

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Director / SDC

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Module 5: Curriculum Design and Revision	Need analysis for curriculum revision	Prof. Kalyani Perrera
	Graduate Attributes and Graduate Profiles	
	Outcome Based Curriculum Development Model	
	Constructive Alignment and Integrated Course/ Program design	
	Sri Lankan Qualification Frame Work (SLQF)	
	Curriculum Planning (continuation)	
	Programme Approval & documentation	
	Quality Assurance and enhancement	
Module 6: ICT skills in Higher Education	Programme Monitoring & Review Results	
	Introduction to LMS	Mr. K. Sarveswaran
	Advanced usage of LMS	
	Use of ICT in the marking and grading of assessments as well as compilation and submission of grades	Dr. S. Mahesan
	Open Educational Resources	Dr. E. Y. A. Charles
	Managing large document using MS word	Ms. R. Mahesan
	Utilizing ICT to enhance teaching / Learning process	Dr. A. Ramanan
	Utilizing ICT to enhance teaching / Learning process	
Using web effectively for knowledge gathering	Dr. K. Thabotharan	
Use of software packages for detection of plagiarism in student assignments		
Module 8: Research in Higher	Accessing Electronic Resources for literature survey and Managing the references	Prof. P. Ravirajan, and Mr. S. Ketheeswaren
	Scientific Writing/Communication for Publication of Research	Prof. S. N.Surendran
	Managing References using Endnote software.	Mr. S. Ketheeswaren
	Ethical issues in Research	Prof.S.N.Surendran
	Research Proposal and design	Prof.(Ms).V.Arasaratnam
Module 9: University Administrative	Financial Regulation of the university	Mr.K.Kanagaratnam, Former Bursar/UoJ
	Financial Management of University	
	University Examination Procedures	Mr. Gnanbaskaran DR/Examinations
	Examination offence and punishment	Prof. G. Mikunthan
	Recurrent expenditure	Mr. V. Sivakumaran, AB/Salary, Finance Branch
	Procurement of Civil Works	Mr. N. Rajavisahan
	Procurement Procedures	Mr. K. Kanagaratnam
Module 10: Strategic	Strategic Planning and Management for Universities Part I: Principles, Steps and Logical Sequence of Strategic Planning	Prof. H. Abeygunawardena
	Strategic Planning and Management for Universities Part II -Tools and Techniques	Dr. BMK. Perea

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