

# Induction Programme for Probationary Academic staff – 2018

## List of Topics and Resource persons

	Topics	Resource Person
Inauguration	Introduction to Induction Program (IP) 2018	
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 <sup>st</sup> century	Prof. N. Shanmugalingam
	Quality assurance for HEIs	Prof.G.Mikunthan
	Higher education sector and trends	Prof.H.Abeygunawardena
	University and community connections	
	Legal framework for governance of Universities	
	Establishments code and other provisions for managing Universities	Prof.(Ms).V.Arasaratnam
	Academic and organisational structure of the University	
	University's corporate vision, plan and its implementation strategies	
	National and international University ranking	Prof.P.Ravirajan
Module 2: Personal Development & Counseling	Career goals and professional development	Prof.G.Mikunthan
	Time management and quality enhancement	Prof.T.Velnampy
	Stress management and success	Dr.A.Saravnabawan
	Presentation and communication skills	Dr.S.Raguram
	Counselling role of the teacher in higher education, Academic and personal counselling. Anger management as a way to regulate emotions and Change management/flexibility	Dr.B.M.K.Perera
	Soft skills, reflective practice and emotional intelligence	Dr.J.Robinson
	Initiatives on prevention of sexual gender based violence in HEIs	Dr.K.Guruparan
	Gender equity/equality (GEE) – an introduction	Ms.N.Kavitha
	By laws relating to sexual and gender based violence	Mrs.S.Thushani
Module 3: Teaching and Learning Methods	Training needs and target population	Dr.N.Kengatharan
	Teaching and learning strategies and Delivering a lesson	Mr.A.Nithlavarnan
	Learning styles	Dr.S.Kannathasan
	Teaching method: Problem Based Learning (PBL)	Dr.(Ms).G.Sathiyathas
	Lesson planning	Dr. S.Rajendra
	Delivering an effective lecture	Prof. N.Sinnathamby
	Teaching philosophy and portfolio	Prof.S.Srisatkunarajah

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Module 4: Assessment and Evaluation	Assessment and evaluation summative and formative assessments	Prof.Kalyani
	Assessment methods and types of questions	
	Marking schemes, model answers and assessment rubrics	
	Giving constructive feedback to students and staff	
Module 5: Curriculum Design and Revision	Need analysis for curriculum design and revision	Prof.Kalyani
	Graduate attributes and graduate profiles	
	Outcome based curriculum development model	
	Constructive alignment and integrated course/ program design	
	Sri Lankan qualification framework (SLQF)	
	Curriculum planning and mapping	
	Programme approval and documentation	
	Quality assurance and enhancement	
	Programme monitoring and review results	
Module 6: ICT skills in Higher Education	Introduction to LMS	Dr.E.Y.A.Charles
	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	
	Use of software packages for detection of plagiarism in student assignments	Dr.K.Thabotharan
Module 8: Research in Higher Education	Research and scholarship	Dr.R.Vijayakumaran
	Accessing electronic resources for literature survey	Mr.S.Ketheeswaran
	Scientific writing/communication for publication of research	Prof.(Ms).V.Arasaratnam
	Managing references using endnote software.	Mr.S.Ketheeswaran
	Ethical issues in research	Pof.S.N.Surendran
	Research proposal and design	Prof.(Ms).V.Arasaratnam
	Research culture, engagement and impact	Dr.P.Pratheepkanth
	Academic writing skills	Prof.Jayadeva Uyangoda

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Module 9: University Administrative Procedures	Financial regulation of the University	Mr.K.Kanagaratnam Former Bursar/UOJ
	University examination procedures	Mr.Gnanbaskaran DR/Examinations, UOJ
	Examination offence and punishment	Prof.G.Mikunthan
	Recurrent expenditure	Mr.V.Sivakumaran AB, Finance Branch UOJ
	Procurement of civil works	Mr.N.Rajavisahan
	Procurement procedures	Mr.K.Kanagaratnam
	Procurement and technical evaluation of goods	Dr.S.Balakumar
Module 10: Strategic Planning and Management for Universities	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	Prof. Gamini Chandrasena

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