Induction Programme for Probationary Academic staff – 2019

List of Topics and Resource persons

	Topics	Resource Person	Hours
Inauguration	Introduction to Induction Program (IP) 2019		**2.0**
Module 1: Orientation as a University Teacher	History of the University of Jaffna, Sri Lanka and its contribution to the higher education of Sri Lanka	Prof. K. Kandasamy	1.5
	Higher education sector and trends, University and community connections Education reforms in the 21st century	Prof. P.Balasundarampillai	1.5
	Academic and organisational structure of the University	Prof.(Ms).V.Arasaratnam	3
	University's corporate vision, plan and its implementation strategies		
	Multifaceted role of the University teacher and their code of conduct	Prof. R.Vigneswaran	1.5
	Legal framework for governance of Universities	Mrs. Kosalai Mathan	1.5
	Establishments code and other provisions for managing Universities		1.5
	Quality assurance for HEIs	Prof.G.Mikunthan	1.5
	National and international University ranking	Prof. P.Ravirajan	1.5
Module 2: Personal Development & Counseling	Career goals and professional development	Prof.G.Mikunthan	1.5
	Time management and quality enhancement	Prof.T.Velnampy	1.5
	Stress management and success	Dr.A.Saravnabawan	1.5
	Presentation and communication skills	Dr.S.Raguram	1.5
	Professional behavior, Assertive behavior ,Anger management	Prof.Sri Kandiah University of Southampton, UK	6.0
	Soft skills, reflective practice and emotional intelligence	Dr.J.Robinson	1.5
	Leadership and teamwork	Mrs. T. Raveendran	1.5
	Initiatives on prevention of sexual gender based violence in HEIs	Dr.K.Guruparan	1.5
	Gender equity/equality (GEE) – Policy and legal framework	Ms. Thushani Shayanthan	1.5
	Counselling role of the teacher in higher education	Prof.S.Srisatkunarajah	1.5
	Academic and personal counselling	Dr.K.Pakeerathan	1.5
	Habits of highly effective people	Dr. R.Vijayakumaran	1.5
	How to be an effective helper; befriending and counselling skills	Mr. N. Navaraj	1.5
	Introduction to Mind fullness	Mrs Suseela Rajah (UK)	1.5
	Relaxation techniques	Dr. K.Ketheeswaran	1.5
	Making effective PPT presentations	Ms. J. Thevananth	1.5

Approved by the Management Committee of Staff Development Centre.

………………………………………………….   …………………………………………………..

Chairman /MC SDC   Director / SDC

Induction Programme for Probationary Academic staff – 2019
List of Topics and Resource persons

Module 3: Teaching and Learning Methods	Training needs and target population	Dr.N.Kengatharan	1.5
	Learning styles	Dr.S.Kannathasan	1.5
	Teaching and learning strategies Teacher centred vs student centred learning	Mr.A.Nithlavarnan	1.5
	Teaching method: Problem Based Learning (PBL)	Dr.(Ms).G.Sathiyathas	1.5
	Teaching philosophy and portfolio	Prof. S.Srisatkunarajah	3
	Lesson planning	Dr. S. Rajendra	2.0
	Delivering a lesion;	Mr.A.Nithlavarnan	1.5
	Effective Lecture Method	Prof. M. Sinnathamby	1.5
Module 4: Assessment and Evaluation	Assessment and evaluation summative and formative assessments	Prof. Kalyani Perera	8
	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 Perera	8
	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		

Approved by the Management Committee of Staff Development Centre.

…………………………………………………….   …………………………………………………….

Chairman /MC SDC   Director / SDC

Induction Programme for Probationary Academic staff – 2019

List of Topics and Resource persons

	Topic	Resource Person	Hours
Module 6: ICT skills in Higher Education	Introduction to LMS	Dr.E.Y.A.Charles	1.5
	Advanced usage of LMS		1.5
	Use of ICT in the marking and grading of assessments as well as compilation and submission of grades	Dr. Mahesan	6
	Open Educational Resources	Dr.E.Y.A.Charles	1.5
	Managing large document using MS word	Ms.R.Mahesan	1.5
	Utilizing ICT to enhance teaching / Learning process	Dr.A.Ramanan	2
	Utilizing ICT to enhance teaching / Learning process		
	Using web effectively for knowledge gathering	Dr.K.Thabotharan	1.5
	Use of software packages for detection of plagiarism in student assignments		
Module 8: Research in Higher Education	Scientific writing/communication for publication of research	Prof.(Ms).V.Arasaratnam	1.5
	Research proposal and design	Prof.(Ms).V.Arasaratnam	1.5
	Introduction to Portfolio & Research and scholarship	Dr.R.Vijayakumaran	1.5
	Accessing electronic resources for literature survey	Mr.S.Ketheeswaran	1.5
	Managing references using endnote software.	Dr. G.Sashikesh	1.5
	Ethical issues in research	Pof.S.N.Surendran	1.5
	Research culture, engagement and impact	Dr.P.Pratheepkanth	1.5
	Writing Skill and How to avoid plagiarism	Dr. (Mrs) K.Sivaji	3

Approved by the Management Committee of Staff Development Centre.

……………………………………………….   …………………………………………………….

Chairman /MC SDC   Director / SDC

Induction Programme for Probationary Academic staff – 2019
List of Topics and Resource persons

Module 9: University Administrative Procedures	Financial regulation of the University	Mr.K.Kanagaratnam Former Bursar/UOJ	3
	Financial management of University		
	University examination procedures	Mr.Gnanbaskaran DR/Examinations, UOJ	1.5
	Examination offence and punishment	Prof.G.Mikunthan	1.5
	Recurrent expenditure	Mr. K. Sureshkumar Bursar/ UOJ	1.5
	Procurement of civil works	Mr.N.Rajavisahan	1.5
	Procurement procedures	Mr.K.Kanagaratnam	1.5
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. Gamini Senanayaka	6
	Strategic planning and management for Universities Part II -tools and techniques		
Portfolio	How to write claims for portfolio	Dr.R.Vijayakumaran	2
	Conclusion of Programme		

Approved by the Management Committee of Staff Development Centre.

………………………………………………….   ………………………………………………….

Chairman /MC SDC   Director / SDC