

**University of Jaffna**  
**Staff Development Centre (SDC)**  
**Annual Report -2021**

The main objectives of the SDC are to engage in continuous improvement of the human resources capacity of the University of Jaffna and thereby promote allegiance of the staff to the University's vision and core values; introduce modern and innovative technologies and tools into the business of the University, and thereby improve the relevant knowledge and competencies and attitudes of the all categories of staff at all levels to provide the best learning experience to the students. In the pursuit of the above objectives, the SDC conducted the following training workshops/webinars for the staff of the University of Jaffna and the other HEIs and the community.

**1. Quality Assurance**

**Webinars on Programme Review Process**

1. In line with the university's commitment to the continuous improvement of the quality of the management of study programmes and teaching and learning activities, SDC conducted a series of webinars which aimed at providing awareness on programme review process among young academic staff. The former vice-chancellor and UGC council member Prof. (Ms). V. Arasaratnam was the Chairperson of the panel of resource persons which includes Prof. G. Mikunthan, Prof. P. Ravirajan , Prof. T.Velnampy, Prof. (Mrs.) M. Senthilnathanan, Dr.Y. Nanthagopan and Dr. R. Vijayakumaran.

| Criterion No. | Assessment Criteria                                   | Resource persons  |
|---------------|---|---|
| 1             | Programme Management                                  | Prof. (Ms). V. Arasaratnam<br>Senior Professor of Biochemistry,<br>Faculty of Medicine, University of Jaffna. |
| 2             | Human and Physical Resources                          | Prof. P. Ravirajan<br>Professor in Physics,<br>Faculty of Science,<br>University of Jaffna.                   |
| 3             | Programme Design and Development                      | Dr.Y. Nanthagopan<br>Dean/Faculty of Business Studies,<br>Vavuniya Campus                                     |
| 4             | Course/ Module Design and Development                 | Prof. T. Velnampy<br>Professor,<br>Dean/ Faculty of Management studies<br>and Commerce, University of Jaffna. |
| 5             | Teaching and Learning                                 | Dr. R. Vijayakumaran<br>Director/Staff Development Centre,<br>University of Jaffna.                           |
| 6             | Learning Environment, Student Support and Progression | Prof.(Mrs.)M. Senthilnathanan<br>Professor, Department of Chemistry,<br>University of Jaffna.                 |
| 7             | Student Assessment and Awards                         | Prof.G.Mikunthan<br>Dean/ Faculty of Graduate Studies,<br>University of Jaffna.                               |
| 8             | Innovative and Healthy Practices                      | Prof. P. Ravirajan<br>Professor in Physics,<br>Faculty of Science, University of Jaffna.                      |

Date and time: 16, 23, and 29 January 2021 (Saturdays), 3:00-7:00 pm

## Workshops on Quality assurance for HEIs

| Date                     | Topics  | Resource persons   |
|--------------------------|---|--|
| 20.02.2021<br>(Saturday) | Quality assurance for HEIs, IR, student engagement                                    | Prof.G.Mikunthan<br>Dean/ Faculty of Graduate Studies,University of Jaffna.                                    |
|                          | Quality assurance process & management of study programmes                            | Prof. (Ms).V.Arasaratnam<br>Senior Professor of Biochemistry,<br>Faculty of Medicine,<br>University of Jaffna. |
|                          | Programme monitoring and review   | Prof.(Mrs.)M.Senthilnathanan<br>Professor,<br>Department of Chemistry,<br>University of Jaffna.                |
|                          | Quality assurance standards for teaching and learning in HEIs & scoring system for PR | Dr. R. Vijayakumaran<br>Director,<br>Staff Development Centre,<br>University of Jaffna.                        |



## 2. Mentoring, coaching and counselling

The SDC conducted a special training workshop on **Mentoring, coaching and counselling: their processes and application** on Friday, 26.02.2021. The Vice Chancellor prof. S.Sri Satkunarajah, Dr. B.Kumarendran, Mr. N. Navaraj (Mental Health Research Unit, RDHS) Prof. Sri Kandia (University of Southampton -UK) participated as resource persons to the workshop.

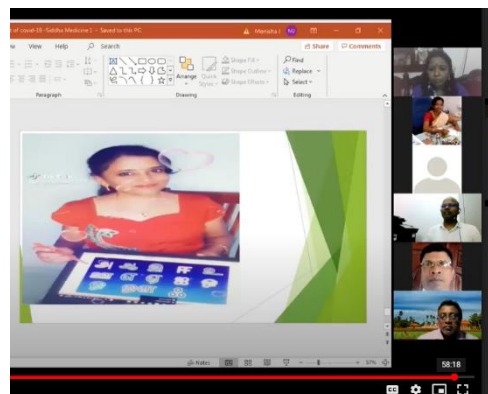
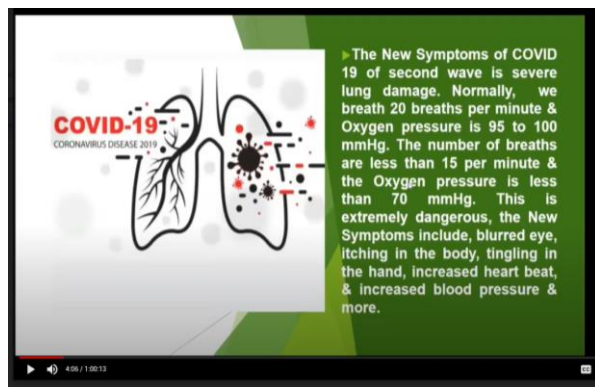
| Date                   | Topics   | Resource persons   |
|------------------------|--|--|
| 26.02.2021<br>(Friday) | Stress management  | Dr.B.Kumarendran Senior Lecturer Gr-I, Department of Community Medicine, University of Jaffna. |
|                        | Counselling role of the teacher in higher education  | Prof.S.Srisatkunarajah Vice Chancellor, Professor in Mathematics, University of Jaffna.        |
|                        | How to be an effective helper; befriending and counselling skills  | Mr. N. Navaraj Senior Counsellor, Jaffna Teaching Hospital.                                    |
|                        | Engaging our students and how to help them flourish. Mentoring, coaching and counselling: their processes and application. | Prof. Sri Kandia University of Southampton (UK)  |



### 3. Webinars conducted in joint with the Unit of Siddha Medicine

The SDC conducted following webinars in joint with the Unit of Siddha Medicine.

| Date       | Topics   | Resource persons   |
|------------|--|--|
| 01.02.2021 | Psychological effects of the COVID19                         | Dr. S. Sivasanmugarajha<br>Senior Lecturer   |
| 15.03.2021 | Natural ImmuneBoost Activity during Covid 19 Pandemic        | Dr (Mrs) Shiyamala Varnakulendran<br>Specialist Consultant Physician (Siddha), Teaching hospital of Siddha Medicine, Trincomalee |
| 18.03.2021 | Siddha, Varmam and Child development                         | Prof. N. Abdul Azees (India)<br>Varmam expert<br>Professor and Doctor  |
| 05.04.2021 | Diet and Diet Plan for Enhancing Immune during Covid-19      | Dr.T.Thileeban<br>Food and Nutrition (Pera)<br>Ayurvedic Medical Officer Gr.I<br>Siddha Teaching Hospital Kaithady               |
| 03.05.2021 | Management of Covid -19 – Pros and Impact of Siddha Medicine | Dr.S.Yamini Sudhalakshmi (India)<br>Assistant-Professor<br>Ph.D in Biochemistry<br>University of Madras                          |



#### **4. Technologies for teaching and learning**

The SDC conducted the following webinars to enhance the teaching, learning and assessment skills of the academic staff in the virtual learning environment (VLE).

Topic: Using Zoom for online teaching

Resource person: Mr. K.Ananthakrishnan  
(Head/Computer Unit)

Date and Time: June 7, 2021 03:00 PM

Topic: Google Suite for Online Teaching

Resource person: Mr.R.Sanjeevan,  
Instructor in Computer Technology, Computer Unit

Date and Time: 13th July 2021 (Tuesday) from 3.00 pm to 4.30 pm.

Topic: Sharing the experience in conducting examinations in distance mode

Resource Person: Prof. R.G.N. Meegama  
Professor in Computer Science  
Department of Computer Science,  
Faculty of Applied Sciences, Sri Jayewardenepura University

Date and time: 14.07.2021, 3.00 pm to 4.30pm

#### **5. Research Skills**

In the pursuit of our university's Mission, the Staff Development Centre of the University of Jaffna hosted a series of Training Workshops/webinars on Research Skills for our staff in order to encourage them to pursue their higher studies in the reputed foreign universities. The topics covered are:

Identifying research problem

Writing critical literature review

Methodological issues

Searching information

Data analysis and related softwares

Citation styles and citation management tools

Topic: Scientific Research Process, Scientific writing/ communication for publication of research, Research proposal and design

Resource persons: Prof. (Ms.). V. Arasaratnam  
Department of Biochemistry, Faculty of Medicine

Date and Time: March 3, 2021:8.30am to 3.30pm

Topic: Ethical issues in research

Resource persons: Prof.S.N.Surendran  
Department of Zoology, Faculty of Science

Date and Time: March 3, 2021:8.30am to 3.30pm



Topic: Research and Development, getting the funding for projects, linkages among research, community and industry through projects.

Resource persons: Prof. A. Atputharajah  
Dean/Faculty of Engineering

Date and Time: March 3, 2021:8.30am to 3.30pm

Topics: Getting published in quality journals, Evaluating research publications and Research quality indicators, How to identify and exclude potential predatory publications? Are Research Repositories Essential tools for Universities?  
Turnitin-Ithenticate- (Plagiarism detection tool)

Resource persons: Mrs. Thivya Jenan  
Senior Library Assistant  
University of Jaffna  
  
Mrs. Komathy Murugathas  
Senior Library Assistant  
University of Jaffna

Date and Time: March 26, 2021:8.30am to 3.30pm

Topic: Academic Writing Skills

Resource persons: Dr. (Mrs) K. Sivaji  
Senior Lecturer/Department of Elish Language Teaching

Date and Time: 07.05.2021 (Friday) 08.30am – 10.00 am

Topic: Managing references using endnote software

Resource persons: Dr.G.Sashikesh  
Senior Lecturer/Department of Chemistry

Date and Time: March 26, 2021:8.30am to 3.30pm

Topic: Grammarly - Tool for correcting English language and plagiarism

Resource person: H.M.N.C. Herath  
Managing Director  
MANK Service Int.

Date and time: Tuesday, April 06, 2021: 04.00 – 05.00 pm

Topic: Mendeley reference manager

Resource person: Dr. E.C. Jeyaseelan,  
Senior Lecturer, Department of Botany, UOJ  
Advisor, Mendeley Community

Date and time: August 5, 2021 03:00 to 4.30 pm

Topic: Selecting a Topic for Impactful Research

Resource Person: Dr. (Mrs) Nithya Tharmaseelan  
Former Head/ Dept. Management Studies  
Presently at Monash University, Australia

Date and Time: July 06, 2021; 10.00-12.00 AM

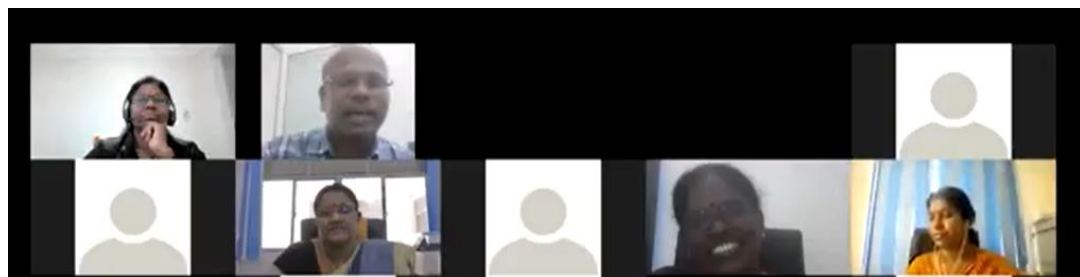
Literature review: What you need to know?

Resource Person: Dr. (Mrs) Nithya Tharmaseelan

Former Head/ Dept. Management Studies

Presently at Monash University, Australia

Date and Time: July 15, 2021; 11:30am-1.30 pm



### **Statistics and data analysis**

The training workshop on statistics and data analysis was conducted to enhance the research skills of young academic staff.

Resource person: Dr. S. Arivalzahan

(Head/Department of Mathematics and Statistics)

Dates and time: September 24, 2021; 9:30 AM

September 27, 2021; 3:00 - 4.30 PM

October 5, 2021; 3:00 - 4.30 PM

### **SPSS (Statistical Product and Service Solutions) for Data Analysis.**

Resource person: Dr. S. Achchuthan

Senior Lecturer

Faculty of Management Studies & Commerce, University of Jaffna

Dr.(Mrs).Sathana Vaikunthavasan

Senior Lecturer

Faculty of Management Studies & Commerce, University of Jaffna

Date and time: October 11, 12, 13 and 14, 2021; 2.00 - 4.00 PM

## 6. Webinar on how to identify and choose the best suited journal for publishing

The Staff Development Centre of the University of Jaffna has organized a series of Webinar in collaboration with **Elsevier and Clarivate Analytics**. on how to identify and choose the best suited journal for publishing.

Resource persons:

**Mr. Vijaysekhar Reddy**- Elsevier's Solution Manager and **Dr. Shubhra Dutta** - Elsevier's Solution consultant

Date: 19<sup>th</sup> April 2021 Time: 3.00-4.30 pm Sri Lanka time

**Dr. Subhasree Nag** -Regional solutions consultant for the life sciences and scholarly research division at Clarivate Analytics.

Date: 15<sup>th</sup> June 2021 Time: 3.00-4.00 pm (Sri Lankan time)

University of Jaffna and Elsevier  
invites you to a webinar on:

**How to choose the best suited journal for publishing**

On Monday  
April 19<sup>th</sup> 2021  
@ 3:00 pm

Click Here  
to REGISTER

Dr Shubhra Dutta, PhD  
Solution consultant, Elsevier

Gather

**Insights to Srilankan research landscape**

Mr. Vijay Reddy, Solution Manager Elsevier

Dr R. Vijaykumaran, PhD,  
University of Jaffna

Certificates for this session will be provided by Elsevier

## Training Sessions conducted in join with Oxford University Press

Session 1 – “How to Publish with Oxford Journals” (useful for Law, Humanities, Medicine & Social Sciences)

Date and time: July 15, 2021 from 03.00 PM to 05.00 PM

Session 2: Research Basics with University Press Scholarship Online – Citations (4 phases).

Date and time: August 4, 2021 from 2.00pm to 4.00 pm

Getting published in quality journals, Evaluating research publications & Research quality indicators.

Resource persons: Mrs. Thivya Jenan (Senior Assistant Librarian, UOJ)

Mrs. Komathy Murugathas (Senior Assistant Librarian, UOJ)

Date and Time: 07.07.2021, 2.00 pm to 4.00 pm

## 7. Selecting Universities for higher studies and scholarship opportunities.

Topic: The importance of pursuing a Higher Degree by Research (HDR) at a reputable university

Resource person: Prof. Ramanie Samarathunge

Associate Professor

Monash University Australia

Date and Time: Wednesday, November 17, 2021, 10 am



Topic: The factors to be considered while choosing International Universities for their Higher Degree by Research (HDR)

Resource person: Prof. Subhash Abhayawansa

Associate Professor

Swinburne University Australia

Date and time: Friday, November 19, 2021, 10 am



Furthermore, the SDC circulated following information about scholarship opportunities among academic staff.

Topic: Postgraduate scholarships opportunities in Australia

Resource person: Dr. Sarasanandarajah Sivananthan

Dept of Medical Physics, Peter MacCallum Cancer Research Institute &  
RMIT University, Australia

Date and time: 5 July, 2021, 4.00 am

**The UK Commonwealth Scholarships** for PhD candidates from low- and middle-income Commonwealth countries

**The US Fulbright – scholarship and Fellowship**

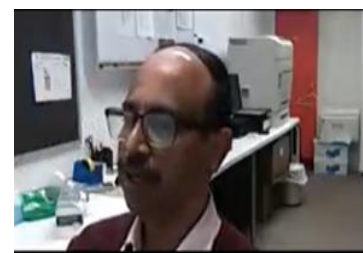
## Specific Selection Criteria for certain Scholarships – Australia Awards

- Personal Statement – E,g, why do you want to study?
- Engagement in Community service
- Program Supporting Statement:

**Please provide details of your proposed study, research or professional development, including the personal and professional benefits you expect to gain from your Endeavour Award**

**Please provide details of how your proposed study, research or professional development will benefit your home and host countries, including potential for ongoing linkages**

**Please provide details of your participation in community service activities outside of your regular studies and/or employment that provides a benefit to your nation and/or your community.**



## 8. Assessment and Evaluation, and Curriculum Design and Revision.

### Topic: Training Workshops on Assessment and Evaluation

Resource person: Prof. Kalyani Perera

Emeritus Professor in Animal Science, University of Peradeniya Former QA  
Consultant/UGC and Present Acting Director for QAC/UGC

Date and time: 24<sup>th</sup> of April, 2021 – 08.30 am – 4.30 pm

### Topic: Curriculum Design and Revision.

Resource person: Prof. Kalyani Perera

Emeritus Professor in Animal Science, University of Peradeniya Former QA  
Consultant/UGC and Present Acting Director for QAC/UGC

Date and time: 25<sup>th</sup> of April, 2021 – 08.30 am – 4.30 pm

### Topic: The Curriculum development policy of the University of Jaffna

Resource person: Prof. S.N. Surendran, PhD, FRES

Senior Professor in Zoology

Department of Zoology

Faculty of Science, University of Jaffna

Date and time: Friday, 5<sup>th</sup> November 2021 11.00am-1.00pm

## 9. Workshop on Modern Approaches to Teaching and Learning in HEIs

The SDC organised a one day workshop on Modern Approaches to Teaching and Learning in HEIs.

Resource Person: Prof. (Mrs) Sasikala Kugamoorthy

The dean of the faculty of Education

Date and time: Friday 16<sup>th</sup> April 2021 8.30am-4.30pm





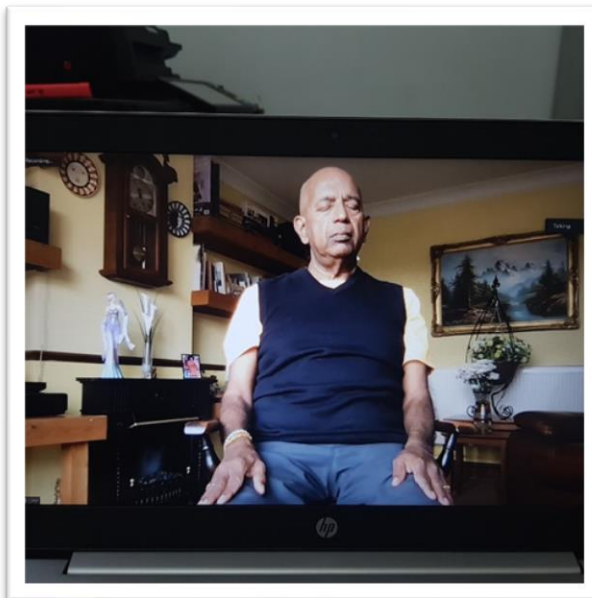
## 10. The Training Workshop on Mindfulness

This workshop introduced the participants to mindfulness practice with an emphasis on attention focus training. More specially, it focused on the intricate interaction that exists between body and mind through stillness and movement, with mindful yoga, somatic movements, and fluid, flexible postures that are part of the mindfulness practice.

Resource persons: **Prof. Sri Kandiah**

Visiting professor and coach, counsellor, and a well-being champion for the Faculty of Social Sciences at Southampton University, UK.

Date and time: 9th April, 2021 2.00pm-5.00pm





## 11. Workshop on Strategic planning and management for universities

The Staff Development Center of the University of Jaffna organized a Workshop on Strategic planning and management for Universities from on

### **Resource person: Prof. Gamini Senanayake**

B.Sc. (Peradeniya), Ph.D.(Royal. Vet. & Agric. University, Denmark)

Professor Emeritus and Former Vice Chancellor- University of Ruhuna

Chairman, Sri Lanka Council for Agricultural Research Policy,

Visiting Consultant, Sri Jayawardanapura University of Sri Lanka

Co-Chairman, City University Project, Ministry of Skills Development, Vocational Education, Research and Education

Lead Academic Consultant, Mahapola Trust Fund

Date and time: 17<sup>th</sup> April, 2021 8.30 am-4.00pm

**What is Strategic Planning?**

- Strategic planning determines
  - where should the university go over the next 5 years
  - how university is going to get there and
  - how we know whether our university has reached there.

The diagram below the text illustrates the strategic planning process with the following steps:

- Identifying STRATEGIES & PLANS
- Identifying the TARGET AUDIENCE
- Communicating VALUE to the CUSTOMER...
- DELIVERING a
- Creating LONG TERM GROWTH
- Setting STRONG BRAND

The bottom section of the image shows a grid of approximately 40 video feeds from participants in a Zoom meeting. The Windows taskbar at the bottom indicates the date and time as 7:08 PM on 12/31/2021.

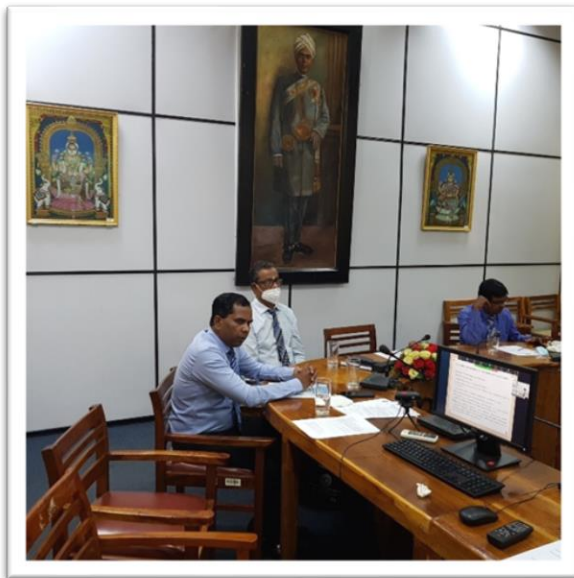
## 12. Workshop on Strengthening the Financial Management in the University System.

As per the report of the Auditor General, it was emphasized that the financial management system of the university needs to be strengthened by educating all decision makers who are involved in the financial management related activities in the university. As such, the Staff Development Centre of the University of Jaffna hosted a workshop on strengthening the Financial Management in the University System.

Resource person: Mr.V.Kanagasabapathy MPA (Harvard), CPFA (London) FCA, FPFA, FCMA. (Council Member, Chairman-Audit Committee, University of Jaffna) served as resource persons to the workshop.

The Council Members, Rector, Deans of the faculties, registrar, senior academics and administrative staff of the University of Jaffna to participate in the above workshop.

Date and time: Monday, 29<sup>th</sup> March 2021, 9.00 am to 1.00 pm.





## **Topic: Present Tax System in Sri Lanka**

Resource person: Mrs. Sivananthini Theivaseelan  
Deputy Commissioner  
Inland Revenue Department

Date and time: 16th July 2021: 2.00 pm to 3.30pm

### **13. Workshop on Disciplinary Procedures in the Universities**

The Staff Development Centre of the University of Jaffna conducted a short course in collaboration with Non-academic Branch on Disciplinary Procedures in the Universities for the Executive Officers/Administrative Officers (Deputy Registrars, Senior Assistant Registrars and Assistant Registrars in University of Jaffna) of the University of Jaffna.

Resource persons:

**Mr. R. T. Vigna Raja**

UGC Appointed Member of the Council; Retired High Court Judge; Attorney-at-Law & Notary Public; Former Legal **Consultant** of the Northern Provincial Council

**Dr. K. Thiyagaraja**

Retired Deputy Chief Secretary (Audit) NEPC and formerly **Consultant**, Disciplinary Unit of Chief Secretary's Secretariat, NPC

**Mr. S.Thiruvaharan**

Secretary,

Provincial Public Service Commission, Northern Provincial Council

**Dr. K. Guruparan**

Senior Lecturer in Obstetrics & Gynecology  
Faculty of Medicine

**Mrs. T. Shayanthan**

Head/Department of Law  
Faculty of Arts

**Ms. Vaishnavy Shanmuganathan**

LL.B (Hons), Attorney-at-Law

Date and Time:

Friday, 23<sup>rd</sup> April, 2021 - 8.30 am to 4.00 pm

Friday, 30<sup>th</sup> April, 2021- 8.30 am to 5.00 pm

Friday, 07<sup>th</sup> May, 2021 - 1.00 pm to 4.00 pm

#### 14. Certificate course in English

The SDC conducted a Certificate course in English to enhance the English language skill and academic staff in order to encourage them to pursue their higher studies in the reputed foreign universities. The course was conducted on Monday to Thursday from 8.00pm to 9.00pm From August 23, 2021 to December 2021 in collaboration with Department of English Language Teaching (DELT). Around seventy-five staff participating in the course.

#### 15. Induction Programme for Probationary Staff

The SDC hosted an inaugural ceremony for the participants of the induction programme for probationary staff -2021 and a certificate giving ceremony for the participants who successfully completed the Induction Programme in 2020 on 12<sup>th</sup> February 2021. The Vice chancellor handed over the certificate to the participants.

The lectures, workshops and webinars of the induction programme for probationary staff -2021 were successfully completed with the concluding remarks of the Vice-chancellor Prof. S.Sri Satkunarajah on 14.06.2021, amidst the COVID Pandemic.







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## 16. Outreach/corporate social responsibility (CSR) activities

As outreach/ corporate social responsibility (CSR) activities of our UOJ, the SDC conducted following webinars for school teachers.

Topic: Using Zoom effectively for online teaching

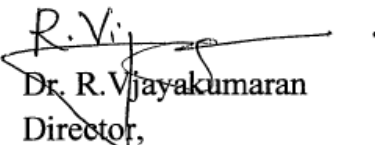
Resource person: Mr. K.Ananthkrishnan (Head/Computer Unit)

Date and Time: June 18, 2021 08:00 -9.30 PM

Topic: Microsoft Teams to the school teachers.

Resource person: Mr. K. Ananthkrishnan (Head/Computer Unit)

Date and Time: July 31, 2021, 08:00 PM-9.30 PM

  
Dr. R. Vijayakumaran  
Director,  
Staff Development Centre