Staff Development Centre (SDC) - University of Jaffna

Progress report -2022

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. Induction Programme(IP) for Probationary Staff

Induction of a new academic recruit into the University System has become an indispensable component in the endeavour of building the career path of an academic employee. Going along with this principle, the UGC has declared that successful completion of an orientation program is compulsory for all academic recruits to obtain confirmation. Accordingly, the Staff Development Centres (SDC) of the University of Jaffna conducts the induction programme every year. Duration of the programme is three months with 150 contact hours. The successful completion of the induction programme fulfils the requirement for newly recruited staff members to successfully complete a Staff Development Programme for the purpose of confirmation in their positions as stipulated by the UGC Circular No.721.

The SDC hosted an inaugural ceremony for the participants of the Induction Programme for probationary staff -2022 on 27th May 2022. About one hundred staff (including ten staff from other HEIs such as University of Vavuniya, Trincomalee Campus of the Eastern University of Sri Lanka and University College of Jaffna) participated in the induction Programme. A certificate giving ceremony for the participants who successfully completed the Induction Programme in 2021 was also held on the same day. The Vice chancellor handed over the certificates to the participants.

The last session of the Induction Programme for probationary staff-2022 was held on 14.10.2022 with concluding remarks of the Vice Chancellor. The SDC earned LKR 198,000 from the above programme. Following lectures/workshops were conducted for the participants of the Induction Programme 2022.

Date	Topics	Resource Persons	No. of staff
27.05.2022 (Friday) 11.00 – 01.00 pm	History of the University of Jaffna, Sri Lanka and its contribution to the higher education of Sri Lanka, Higher education sector and trends, University and community connections Education reforms in the 21st century	• Prof. P.Balasundarampillai	85
27.05.2022 (Friday) 02.00 – 05.00 pm	Introduction to LMS, Advanced usage of LMS and LMS Tamil Version (Group-I)	• Dr. E. Y. A. Charles	59

28.05.2022 (Saturday) 08.30 – 10.00 am	Student Mentoring system	• Prof. (Ms).G.Sathiyathas	80
28.05.2022 (Saturday) 10.15 – 01.15 pm	Academic and organisational structure of the university, University's corporate vision, plan and its implementation strategies	• Prof.(Ms).V.Arasaratnam	82
28.05.2022 (Saturday) 02.00 – 03.30 pm	Legal framework for governance of universities	• Mrs. Kosalai Mathan	81
03.06.2022 (Friday) 08.30-10.00 am	Career goals and professional development	• Prof. G.Mikunthan	79
03.06.2022 (Friday) 10.15 – 11.45 am	Establishment codes and other provisions for managing Universities	• Mrs. Kosalai Mathan	80
03.06.2022 (Friday) 11.45 – 01.15 pm	Academic and personal counselling	• Dr.K.Pakeerathan	78
03.06.2022 (Friday) 02.00 – 03.30 pm	How to be an effective helper; befriending and counselling skills	• Mr. N. Navaraj	70
04.06.2022 (Saturday) 08.30-10.00 am	National and international University ranking	• Prof. P.Ravirajan	75
04.06.2022 (Saturday) 10.15 – 11.45 am	Relaxation techniques	• Dr. Kumarasamy • Ketheeswaran	75
04.06.2022 (Saturday) 11.45 – 01.15 pm	Multifaceted role of the University teacher and their code of conduct	• Prof. P.Balasundarampillai	75
07.06.2022 (Tuesday) 01.00 – 04.30 pm	Introduction to LMS, Advanced usage of LMS and LMS Tamil Version (Group-II)	• Dr. E. Y. A. Charles	25
10.06.2022 (Friday) 08.30-10.00 am	Learning styles	• Prof. S. Kannathasan	75
10.06.2022 (Friday) 10.15 – 11.45 am	Soft skills, reflective practice and emotional intelligence	• Prof. J.Robinson	75
10.06.2022 (Friday) 11.45 – 01.15 pm	Initiatives on prevention of sexual gender based violence in HEIs	• Dr. K. Guruparan	75
10.06.2022 (Friday) 02.00 – 03.30 pm	Gender equity/equality (GEE)-Policy and legal framework	• Mrs.Thushani Shayanthan	75
11.06.2022 (Saturday) 08.30-10.00 am	Literacy of mental health	• Dr. S. Sivathas	78

Date/Time	Topic	Resource Person	Page
11.06.2022 (Saturday) 10.15 – 11.45 am	Presentation and communication skills	• Prof. S.Raguram	78
11.06.2022 (Saturday) 11.45 – 01.15 pm	Time management and quality enhancement	• Prof.N.Kengatharan	78
11.06.2022 (Saturday) 02.00 – 03.30 pm	Stress management and success	• Prof. B.Kumarendran	78
17.06.2022 (Friday) 08.30-10.00 am	Counselling role of the teacher in higher education	• Prof.S.Srisatkunarajah	80
17.06.2022 (Friday) 10.15 – 11.45 am	Using web effectively for knowledge gathering	• Mr. K. Sarveswaran	80
17.06.2022 (Friday) 11.45 – 01.15 pm	Delivering a Lesson	• Mr. A.Nithlavarnan	80
17.06.2022 (Friday) 02.00 – 04.30 pm	Self-management, Coaching, mentoring and wellbeing	• Prof. Sri Kandia (UK)	80
18.06.2022 (Saturday) 08.30-10.00 am	Lesson Planning	• Prof. S.Rajendra	80
18.06.2022 (Saturday) 10.15 – 11.45 am	Managing references using Mendeley	• Dr. M. Thanihaichelvan	82
18.06.2022 (Saturday) 11.45 – 01.15 pm	Patents and Commercialisation	• Dr.T.Eswaramohan	75
24.06.2022 (Friday) 08.30 - 10.30am	Assessment and Evaluation	• Rev.Dr.J.C.Paul Rohan	98
24.06.2022 (Friday) 11.00 -12.30pm	Teaching Psychology	• Dr.(Ms).Rajini Mangaleswarasharma (OUSL)	98
24.06.2022 (Friday) 03.00 - 05.00 pm	Open Educational Resources (OER)	• Dr. E. Y. A. Charles	81
25.06.2022 (Saturday) 08.30 - 10.30 am	Assessment Methods and Types of Questions	• Rev.Dr.J.C.Paul Rohan	95
25.06.2022 (Saturday) 11.00 - 12.30 pm	Peer evaluation of teachers	• Prof.(Mrs)Meana Senthilnanthanan	98
25.06.2022 (Saturday) 02.00 - 4.00 pm	Google Products (Drive, site, forms etc.) (Part-I)	• Dr. E. Y. A. Charles	84

Date/Time	Topic	Resource Person	
01.07.2022 (Friday) 09.30-11.00 am	Issues of plagiarism	• Mrs. Thivya Jenan	80
01.07.2022 (Friday) 11.00-12.30 pm	Procurement procedures	• Mr.K.Kanagaratnam	83
01.07.2022 (Friday) 02.00-3.30 pm	University examination procedures - administrative perspective	• Ms.Anusha Sivaneswaran (DR/Arts)	82
02.07.2022 (Saturday) 08.30-12.30 pm	Assessment and Evaluation: Marking schemes, model answers and assessment rubrics. Giving constructive feedback to students and staff Quality assurance requirements on assessment and evaluation	• Prof. Gominda Ponnamperuma (University of Colombo)	98
08.07.2022 (Friday) 08.30 - 01.00 pm	Curriculum design and revision	• Prof.Gominda Ponnamperuma (University of Colombo)	90
09.07.2022 (Saturday) 02.00 pm-03.30	Innovation and community engagement	• Dr. P. Iynkaran	81
15.07.2022 (Friday) 09.00-10.30 am	Curriculum planning and mapping using SOLO taxonomy.	• Dr. A. Kaneswaran	98
15.07.2022 (Friday) 11.00 – 12.30 pm	Procurement and technical evaluation of goods	• Mr.K. Kanagaratnam (Former Bursar/UOJ)	90
15.07.2022 (Friday) 01.30 – 3.30 pm	Advanced usage of LMS & LMS in Tamil	• Dr.E.Y.A. Charles	88
16.07.2022 (Saturday) 08.30 -10.00 am	Teaching method: Problem Based Learning (PBL)	• Prof.(Ms).Gitanjali Sathiadas	90
16.07.2022 (Saturday) 11.00 – 12.30 pm	Accessing electronic resources for literature survey	• Mr.S. Ketheeswaran	88
22.07.2022 (Friday) 09.00-10.30 am	Examination offence and punishment.	• Prof.G.Mikunthan	85
22.07.2022 (Friday) 11.00 – 12.30 pm	Utilizing ICT to enhance teaching / Learning process. (Zoom Session-I)	• Dr T.Ketheesan	82
23.07.2022 (Saturday) 09.00 -10.30 am	Turnitin-Ithenticate- (Plagiarism-detection tool)	• Mrs. Thivya Jenan	85
23.07.2022 (Saturday) 11.00 – 12.30 pm	Recurrent expenditure	• Mr. K. Sureshkumar (Bursar/ UOJ)	85

Date / Time	Topic	Resource Person	Number
05.08.2022 (Friday) 08.30-10.00 am	Getting published in quality journals.	• Prof. P.Pratheepkanth	80
05.08.2022 (Friday) 10.30 -12.30 pm	Evaluating research publications & Research quality indicators	• Mrs. Thivya Jenan • Mrs.Komathy Murugathas	82
05.08.2022 (Friday) 01.30 – 03.00 pm	Google Products (Drive, site, forms etc) (Part-II)	• Dr. E. Y. A. Charles	80
12.08.2022 (Friday) 08.30-10.30 am	Managing large document using MS word.	• Mr. K.Ananthakrishnan	75
12.08.2022 (Friday) 11.00 – 12.30 pm	Utilizing ICT to enhance teaching / learning process. (Zoom Session-II)	• Dr .T.Ketheesan	71
13.08.2022 (Saturday) 08.00 -11.00 am	Scientific writing/communication for publication of research & Research proposal and design	• Prof. (Ms).V.Arasaratnam	75
13.08.2022 (Saturday) 12.00 – 01.30 pm	Curriculum Development policy of the University of Jaffna	• Prof. S.N.Surendran	72
20.08.2022 (Saturday) 11.00 – 12.30 pm	Research culture, engagement and impact	• Prof. K. Vignarooban	74
20.08.2022 (Saturday) 01.00 – 02.30 pm	Academic Writing Skills	• Dr. (Mrs).K.Sivaji	72
27.08.2022 (Saturday) 02.30 – 04.30 pm	Managing references using endnote software	• Prof. G.Sashikesh	72
02.09.2022 (Friday) 09.00-10.30 am	University examination procedures	• Prof. P.Balasundarampillai	71
02.09.2022 (Friday) 11.00 – 12.30 pm	Procurement of Civil works	• Mr. K. Sureshkumar (Bursar/ UOJ)	74
02.09.2022 (Friday) 02.00 – 04.00 pm	Research and Development, getting the funding for projects, linkages among research, community and industry through projects.	• Prof. A. Atputharajah	67
03.09.2022 (Saturday) 08.30-12.00 pm	Leadership and Motivation	• Mr. S. Renganathan (Former MD / CEO of Commercial Bank of Ceylon PLC)	71
03.09.2022 (Saturday) 01.00 – 03.00 pm	Habits of highly effective people	• Dr. R. Vijayakumaran	67

Date/Time	Topic	Resource Person	
09.09.2022 (Friday) 09.00 - 10.45 am	Writing claims for Portfolio	• Dr. R.Vijayakumaran	72
09.09.2022 (Friday) 11.00 – 12.30 pm	Ethical issues in research	• Prof. S.N.Surendran	74
09.09.2022 (Friday) 02.15 – 04.15 pm	Making effective PPT presentations	• Mr. K.Ananthakrishnan	80
10.09.2022 (Saturday) 10.00 - 11.30 am	Preparing marks sheet and analyzing the results using Excel.	• Dr.P.Jeyananthan	70
16.09.2022 (Friday) 08.30 - 12.00 pm	Teacher centered vs student centered learning, Learning theories	• Prof. (Mrs) S.Kugamoorthy (OUSL)	76
16.09.2022 (Friday) 01.00 - 4.30 pm	Teaching and learning strategies	• Prof. (Mrs) S.Kugamoorthy (OUSL)	76
17.09.2022 (Saturday) 8.30 - 01.00 pm	Strategic planning and management for Universities, Part I: Principles, steps and logical sequence of strategic planning (Session-I & II)	• Prof. Gamini Senanayaka	72
17.09.2022 (Saturday) 02.00 – 4.30 pm	Strategic planning and management for Universities, Part II : tools and techniques	• Prof. Gamini Senanayaka	72
24.09.2022 (Saturday) 08.30 – 10.00 am	Quality assurance for HEIs, Institutional Review, and Student Engagement	• Prof.G.Mikunthan	77
24.09.2022 (Saturday) 10.15 – 11.45 am	Quality assurance process & management of study programmes	• Prof.(Ms).V.Arasaratnam	79
24.09.2022 (Saturday) 11.45 – 01.15 pm	Programme monitoring and review	• Prof. Meana Senthilnanthanan	82
24.09.2022 (Saturday) 02.00 – 03.30 pm	Quality assurance standards for teaching and learning in HEIs & scoring system for PR	• Dr.R.Vijayakumaran	77
24.09.2022 (Saturday) 03.30 pm -4.30 pm	Recap on Portfolio	• Dr. R. Vijayakumaran	77
14.10.2022 (Friday) 10.30 -12.30 pm	Teaching Philosophy and Portfolio	• Prof. S.Srisatkunarajah (Vice Chancellor)	69
14.10.2022 (Friday) 01.30 - 03.30 pm	Financial regulation of the University, Financial management of University	• Mr.V. Kanagasabapathy (Council member)	55

2. Outreach and income generating activities

The Staff Development Centre of the University of Jaffna conducted a Capacity Building Programme for the Sri Lanka Education Administrative Service Officials (ZDE, DDEs and ADEs) on online teaching and learning skills, administrative and psycho social skills in collaboration with the Provincial Department of Education, Northern Province under the Koica– Unicef project-2022.

The SDC successfully completed the above training programme on 23.09.2022. Following workshops were conducted for the participants of the above training programme by the SDC from 1st July 2022. The SDC earned LKR 474,470.00 from the above programme.

In addition, participants requested to conduct more workshops on research skills which was held on 23rd and 24th of December 2022.

Date	Topics	Resource Persons	No. of participants
01.07.2022 (Friday) 08.30-04.45 pm	Online learning platforms and blended learning, Free online resource for education, Digital library system, Learning content storage and access	• Dr.E.Y.Charles	15
02.07.2022 (Saturday) 08.30-10.00 am	ICT Tools for content sharing -Sites and Blogs, ICT Tools for content sharing -Sites and Blogs	• Mr. K. Sarveswaran	14
02.07.2022 (Saturday) 10.30 – 04.30 pm	Examples of innovations, Innovation strategy, Innovation lab arrangement, How to motivate students for developing innovation idea, Innovation	• Dr.T.Eswaramohan, • Dr. M. Thanikaichelvan • Mr.S.AnuRakavan • (UBL manager)	12
15.07.2022 (Friday) 08.30-04.30 pm	Video recording, video editing, insert sound, Sharing video through You tube, Practical session: preparing 20 minutes video and upload in YouTube account.	• Dr. Raguram and his team	11
16.07.2022 (Saturday) 08.30-1.00 pm	Introducing smart board and interactive board facilities, How to prepare a lesson for smart board or Interactive board, Practical session: - preparing and present a lesson on smart board or Interactive board.	• Mr. S.Suthakar and his team	11
16.07.2022 (Saturday) 01.30 –04.30pm	Introducing main parts in desktop computer, Current Specification of computer, Common Faults and basic troubleshooting in desktop computer and Laptop.	• Mr. A.Jeyakanthan and TO team	09

29.07.2022 (Friday) 08.30-4.45 pm	Google Apps for personal management, Google Apps for office management, Creating and Conducting an Exam using Google form, Google class room	• Dr.E.Y.Charles	15
30.07.2022 (Saturday) 08.30am -4.45 pm	Soft skills -Counselling for Teachers, Students and parents during pandemic.	• Mrs.Varathagowry Vasudevan Director, Training division, National Institute of Social Development	14
05.08.2022 (Friday) 08.30 am- 04.45pm	Introducing IOT, Examples of IOT in daily life, How to implement an idea using IOT, Practical session: creating an IOT for basic idea, Introducing important of ICT for office management, How to implement office management using the ICT, Office automation	• Dr. S. Kaneswaran and his Team	15
06.08.2022 (Saturday) 08.30 am -01.00 pm	Introducing zoom, meet, teems and webinar, How to create zoom account and schedule a meeting, How to use facilities in Zoom (Screen sharing, annotation, etc.),Practical session: preparing meeting content, create zoom account, schedule a zoom meeting and conduct a meeting	• Mr. K.Ananthakirishnan	13
06.08.2022 (Saturday) 01.30 am -04.45 pm	Introducing SPSS,Practical session: preparing result analysis by SPSS.	• Dr. S. Atchuthan	13
12.08.2022 (Friday) 08.30 am- 10.15 am	Customer oriented approach	• Dr. (Mrs).S.Vaikunthavasan	15
12.08.2022 (Friday) 10.30 am- 12.30 pm	School Administration and resource allocation	• Prof. P.Balasundarampillai	17
12.08.2022 (Friday) 1.15 pm – 4.30 pm	Mentoring	• Prof. (Mrs) G.Sathiadas and team	17

13.08.2022 (Saturday) 08.30 am -04.30 pm	Presentation, Active listening and non-violence communication, Motivation Monitoring and supervision skills, Transparency (avoid misunderstanding) Conflict management and problem solving, Effective time management	• Mr. S. Suntharesan (HR Business partner, HNB)	17
19.08.2022 (Friday) 08.30 am- 01.00 pm	Procurement practices	• Eng.S. Shanmuganathan, DCS (Enginneer Service, NPC)	13
19.08.2022 (Friday) 02.00 pm- 04.00 pm	Action Research in Practice	• Mr.A Nithlavarnan	12
20.08.2022 (Saturday) 08.30 am – 10..30 am	Change management	• Prof. T. Thanaraj (Faculty of Humanities and Sciences- SLIIT)	14
20.08.2022 (Saturday) 10.45 am – 01.00 pm	Habits of highly Effective/Successful people	• Dr. R. Vijayakumaran	14
20.08.2022 (Saturday) 01.30 pm- 04.00 pm	Preliminary investigation and reporting	• Dr. K. Thiyagaraja Deputy Chief Secretary (Audit) NEPC (Retired) and Formerly Consultant, Disciplinary Unit of Chief Secretary's Secretariat, NPC	14
27.08.2022 (Saturday) 08.30 am – 12.30 pm	Personal relationship, Intra and inter, Professional Vs personal, Work – Life balance (Self efficacy)	• Mr.S. Raghavan (Former Senior Manager, Commercial Bank and Corporate Trainer for various Institutions)	10
27.08.2022 (Saturday) 01.30 pm -4.00 pm	Analysis of results of Students using MS Excel	• Mrs.P.Balendran	10
02.09.2022 (Friday) 08.30 am - 04.30 pm	Leadership skill Motivational skill Team building Responsible decision making Nonviolence communication Sharing and supporting Positive thinking	• Mr. S. Renganathan (MD/CEO Commercial Bank PLC)	12
03.09.2022 (Saturday) 09.00 am – 12.00 Pm	Learn to learn, Why we behave the way we behave?, Critical thinking and Creativity	• Prof. S.Kannathasan	15

Date/Time	Topic	Resource Person	No.
03.09.2022 (Saturday) 01.00 – 02.30 pm	Managing stress	• Prof. B.Kumarendran	15
03.09.2022 (Saturday) 03.00 – 04.30 pm	Effective curriculum implementation	• Prof. F.M.Nawastheen	15
10.09.2022 (Saturday) 08.30 am – 11.00 am	Identification of research problem, Developing conceptual framework	• Dr. R. Vijayakumaran	14
10.09.2022 (Saturday) 11.00 am – 01.00 pm	Developing tools for data collection, Questionnaire Online tools	• Dr. S. Atchuthan	14
10.09.2022 (Saturday) 01.30 pm – 04.45 pm	Strategic Planning and action plans-I	• Prof Sri Kandia & Dr. R. Vijayakumaran	15
16.09.2022 (Friday) 08.45 am - 01.00 pm	Analyzing the data using statistical package	• Dr. S. Achchuthan	16
16.09.2022 (Friday) 01.30 pm- 04.45 pm	Strategic Planning and action plans-II	• Prof Sri Kandia & Dr. R. Vijayakumaran	13
23.09.2022 (Friday) 08.30 am- 01.00 pm	Emotional intelligence and reflective practice ,Empathy, Balance personality, Mediation skill	• Prof. J. Robinson	18
23.09.2022 (Friday) 02.00 pm- 04.00 pm	Writing proposals to get grants and report writing	• Prof. A. Atputharajah	14
23.12.2022 (Friday) 08.30 am- 01.00 pm	Identification of research problem, Model Building, Conceptual framework, Moderating effect, Mediating effects, Introduction to SMART PLS	• Prof. J. Robinson	15
23.12.2022 (Friday) 01.30 pm – 4.00 pm	Need for education policy changes	• Rtd. Prof. M.Sinnathamby	16
24.12.2022 (Saturday) 08.30 am- 10.00 am	Research Design, Relationship and causal relationship, Finding mistake in the data,	• Dr. R. Vijayakumaran	16
24.12.2022 (Saturday) 10.20 am-1.00 pm	Qualitative research, Grounded theory, Introduction to NVIVO software for Qualitative research.	• Prof. Shanmugathas Shivany	17

24.12.2022 (Saturday) 01.30 pm- 04.00 pm	Mixed Method Research in Education: An approach for Capturing the Complexity.	• Dr. V.Vijayabaskar	16
24.12.2022 (Saturday) 04.00 pm- 04.45 pm	Interpretation of quantitative data	• Dr. R. Vijayakumaran	16

3. CPD workshops

SDC conducted following workshops/webinars for the professional development of the staff of the University of Jaffna during the year of 2022

Date	Topics	Resource Persons	Staff	No of Staff
19.01.2022 1.30pm -3.00pm	Emotional Intelligence and Empathy	• Dr. (Mrs) Nithya Tharmaseelan Monash University, Australia	Academic and non-academic staff	26
20.01.2022 10.00am-11.00 am	Let's Read Free Digital Library for Children	• Mrs. Dinesha de Silva Wikramayake • Dr. Kalpana Chandrasekeram • Mr. Anton Satkunam • Mr. Joel Jeyanathan • Ms. Shalini Amarasekera	Academic and non-academic staff	45
25.01.2022 11.00am -12.00pm	Peer Evaluation	• Dr. S. Athirathan University of Colombo	Academic staff	50
25.01.2022 03.00 pm - 5.00 pm	Publication Ethics	• Senior Prof. L.P.Jayatissa University of Ruhuna	Academic staff	28
10.08.2022 9.00 am – 10.00 am	Global Ranking in Higher Education	• Dr. C.C. Jayasundara, The Librarian University of Kelaniya	Academic and administrative staff	45
12.11.2022 (Saturday) 10.00 am -12.00 pm	Filling Income Tax return and Inland Revenue Amendment Bill	• Mrs.Sivananthini Theivaseelan (Deputy Commissioner, Inland Revenue Department)	Academic and non-academic staff	58
30.11.2022 (Wednesday) 11.00am -12.30 pm	Publishing Research in Index Journal	• Prof. Jayantha Dewasiri • Sabaragamuwa University of Sri Lanka	Academic staff	52
09.12.2022 (Friday) 11.00am -12.00 pm	Supervisory Relationship in Higher Degree by Research	• Dr Rob Watson Graduate Research School Coordinator. Graduate Research School, Federation University, Australia	Academic staff	40

4. Training workshop for Management Assitants-2022

i. Training workshop on Computer skills for Management Assitants-2022

The SDC conducted the above training programme for the first group in 5 consecutive Wednesdays from 9th March 2022 (from 9.00 am to 12.30 pm). About one hundred and forty-eight (148) staff have registered for the above training workshop and the SDC successfully completed the workshop for the first group of participants.

Programme schedule

Date	Topics	Resource Persons	No of staff
09.03.2022 9.00am - 12.00pm	Word processing and Documentation using MS Word	Mr. K. Ananthakrishnan Head, Computer Unit	39
16.03.2022 9.00am - 12.00pm	Handling Electronic Spreadsheet using MS Excel	Mrs.P.Balendran Lecturer, Computer Unit	36
23.03.2022 9.00am - 12.00pm	Google Workspace	Mr.S.Sivaraj Instructor in Computer Technology, Computer Unit	35

30.03.2022 9.00am - 12.00pm	Maintaining Website using WordPress	Mr.Y.Achchuthan Instructor in Computer Technology, Faculty of Management Studies and Commerce	32
06.04.2022 9.00am - 12.00pm	Troubleshooting for PCs, Laptops, Network and Other IT equipment.	Mr. A. Jeyakanth Mr. A. Kokulan Mr. M. Nadanathevan Technical Officers, Computer Unit.	19

ii. **Workshop on using Word Press for Website-2022 for the Management Assistants and Technical Officers of the Faculty of Arts**

As per the request of the Dean/ Faculty of Arts, the Staff Development Center of the University of Jaffna conducted a training workshop on using Word Press for Management Assistants and Technical Officers of the Faculty of Arts in order to train them to involve in the preparation and maintaining dept webpages. Twenty (20) management assistants participated in the workshop.

Resource person: Mr. N. Thileepan - Management Assistant/Dept. of Computer Science
Date: 27th of April (Time: 1.15. pm to 4.15pm)

5.   Total revenue

The SDC earned LKR 672,470.00 as revenue during the year 2022 from the Induction Programme for probationary academic staff and the Capacity Building Programme for the Sri Lanka Education Administrative Service Officials (SLEAS).

Dr. R.Vijayakumaran
Director,
Staff Development Centre