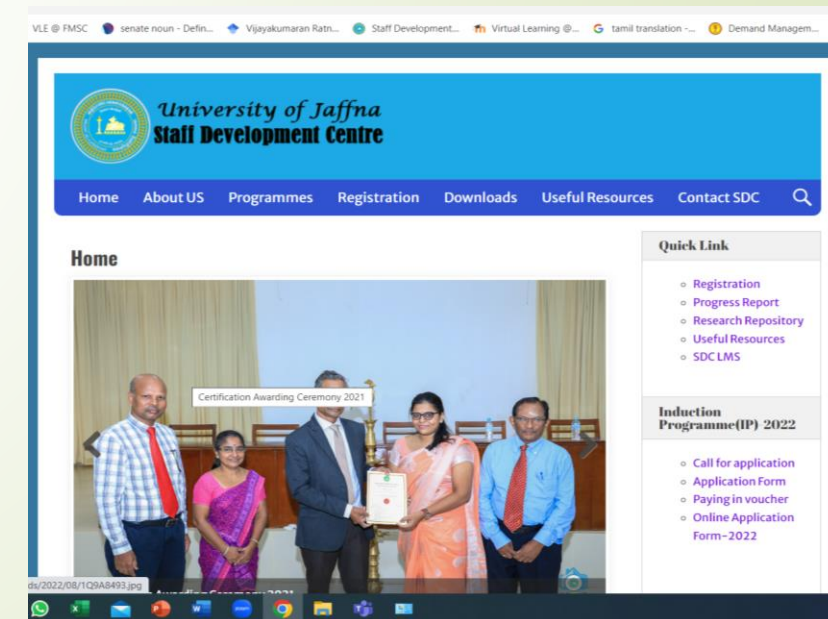# Staff Development Centre (SDC) University of Jaffna

Progress report -2022

Contents of the Presentation

1. Induction Programme

2. CPD Programmes

3. Outreach and income generating activities

4. Training workshop for Management Assitants-2022

5. Website of Staff Development Centre (SDC)

6.Plan for 2023

Staff Development Centre(SDC)

- **Establishment**
  - The SDC was established at the University of Jaffna in March 1999.
  - It was strengthened by the UGC Circular No. 937 (2010) through establishing a Management Committee (MC) in September 2011.

- **The main objective**
  - Engage in capacity building of all staff :

    Improve the relevant knowledge, skills, and competencies and attitudes of the all categories of staff at all levels in order to provide the best learning experience to the students.

Types of training programmes

- **Induction Programme (IP)**
- **CPD programmes for all categories of staff of UOJ**
- **Outreach and income generating activities**

Induction Programme (IP)

▶ **Contents and Duration**

▶ The programme consists of **eleven** modules.

▶ Duration: Three months (150 hrs)

Module I	Orientation as a University Teacher
Module 2	Personal Development and Counseling
Module 3	Teaching and Learning Methods
Module 4	Assessment and Evaluation
Module 5	Curriculum Design and Revision
Module 6	ICT skills in Higher Education
Module 7	Teaching Practice
Module 8	Research in Higher Education
Module 9	University Administrative Procedures
Module 10	Strategic Planning and Management
Module 11	Quality Assurance in HEIs
Portfolio	

Portfolio of Teaching and Learning in Higher Education Institution

DR. Thavaranjiny Sathees
MBBS (Jaff), MD (Colombo)

REG.NO:SDC/IP/2019/15
Department of Paediatrics
Faculty of Medicine
University of Jaffna

This portfolio submitted to the Staff Development Centre, University of Jaffna, in partial fulfilment of the requirements of the Induction programme.

Staff Development Centre
University of Jaffna
2021

Assessment Methods

- **10 Assignments including MCQ**

- **Evaluating teaching practice**

- **Portfolio:**

  - A 5000-6000-word piece of writing which should be written within the academic guidelines.
  - The participant should reflect on the professional growth gained by following the Induction Programme and teaching in his/her respective HEI and demonstrate achievement of the learning outcomes for the programme.

Evaluation Method for portfolio								
Structure	Word count					Content	% Similarity <25%	Evidence
	Section 1	Section 2	Section 3	Section 4	Section 5			

Inauguration of IP 2022 -on 27th May 2022 and Certification Awarding Ceremony of IP-2021

Workshops, Group discussions and Presentations

Resource persons for IP

➡ Senior academics of UOJ

➡ External resource persons

- Prof. Gominda Ponnamperuma (University of Colombo)
- Prof. Kalyani Perera (University of Peradeniya)
- Prof. Sri Kandia (University of Southampton, UK)
- Prof. Gamini Senanayaka (Former Vice Chancellor, University of Ruhuna)
- Mr. S. Renganathan (Former MD / CEO of Commercial Bank of Ceylon PLC)
- Prof. (Mrs) S.Kugamoorthy (OUSL)
- Mr.V. Kanagasabapathy (Council member)
- Dr.(Ms).Rajini Mangaleswarasharma (OUSL)
- Dr. S. Sivathas (Consultant psychiatrist, Jaffna Teaching Hospital)
- Mr. N. Navaraj (Senior Counsellor, Jaffna Teaching Hospital)

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.

2. CPD Programmes

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

Topics	Resource Persons
Emotional Intelligence and Empathy	Dr. (Mrs) Nithya Tharmaseelan, Monash University, Australia
Let's Read Free Digital Library for Children	Mrs. Dinesha de Silva Wikramayake, Dr. (Mrs) K. Chandrasekeram, Mr. Anton Satkunam, Mr. Joel Jeyanathan, Ms. S.Amarasekera
Peer Evaluation	Dr. S. Athirathan, University of Colombo
Publication Ethics	Senior Prof. L.P.Jayatissa, University of Ruhuna
Global Ranking in Higher Education	Dr. C.C. Jayasundara, University of Kelaniya
Filling Income Tax return and Inland Revenue Amendment Bill	Mrs.S. Theivaseelan (Commissioner, Inland Revenue Department)
Publishing Research in Index Journal	Prof. Jayantha Dewasiri Sabaragamuwa University of Sri Lanka
Supervisory Relationship in Higher Degree by Research	Dr Rob Watson Graduate Research School Coordinator. Graduate Research School, Federation University, Australia

3. Outreach and income generating activities

Capacity building Programme- SLEAS officials

➡ The Staff Development Centre 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 commenced the training programme on** 1st July 2022 and **successfully completed it on 23.09.2022. 129 hours of w**orkshops were conducted for the participants.

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

➡ The SDC earned revenue of **LKR 474,470.00** from the above programme.

**Resource persons for Capacity building Programme-SLEAS officials**

➡ Senior academics of UOJ

➡ External resource persons

- Prof. Sri Kandia (University of Southampton, UK)

- Mr. S. Renganathan (Former MD / CEO of Commercial Bank of Ceylon PLC)

- Mrs.Varathagowry Vasudevan(Director, Training division, National Institute of Social Development)

- Mr. S. Suntharesan (HR Business partner, HNB)

- Eng.S. Shanmuganathan, (Deputy Chief Secretary, Enginneer Service, NPC)

- Prof. T. Thanaraj (Faculty of Humanities and Sciences- SLIIT)

- Dr. K. Thiyagaraja (Former Deputy Chief Secretary –Audit, NEPC)

- Mr. S. Renganathan (MD/CEO Commercial Bank PLC)

- Prof. F.M.Nawastheen (Faculty of Education, OUSL)

4. Training workshop for Management Assitants-2022

- The SDC conducted the above workshop for the first group of management assistants in 5 consecutive Wednesdays from 9th March 2022 (from 9.00 am to 12.30 pm).

- The SDC also a conducted Workshop on using Word Press for maintaining the Website for the Management Assistants and Technical Officers of the Faculty of Arts
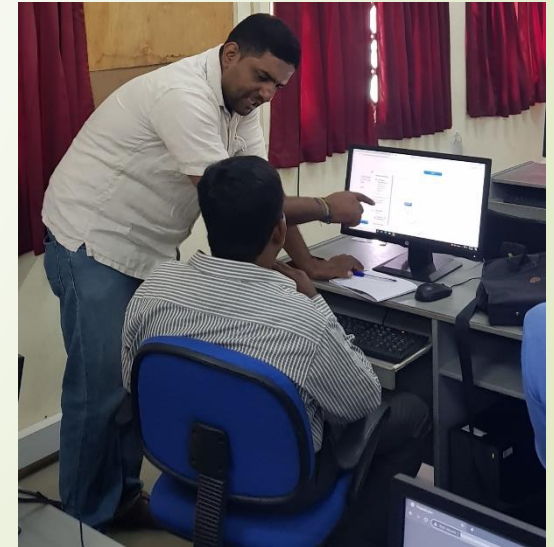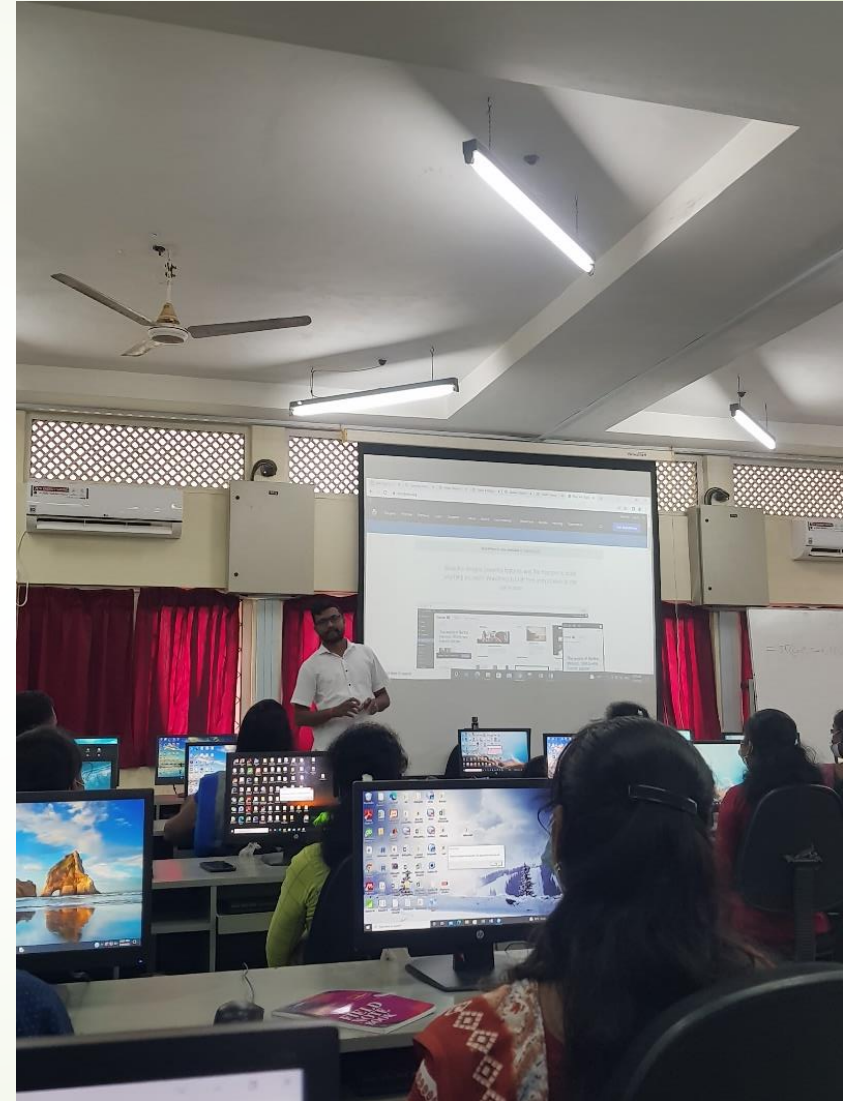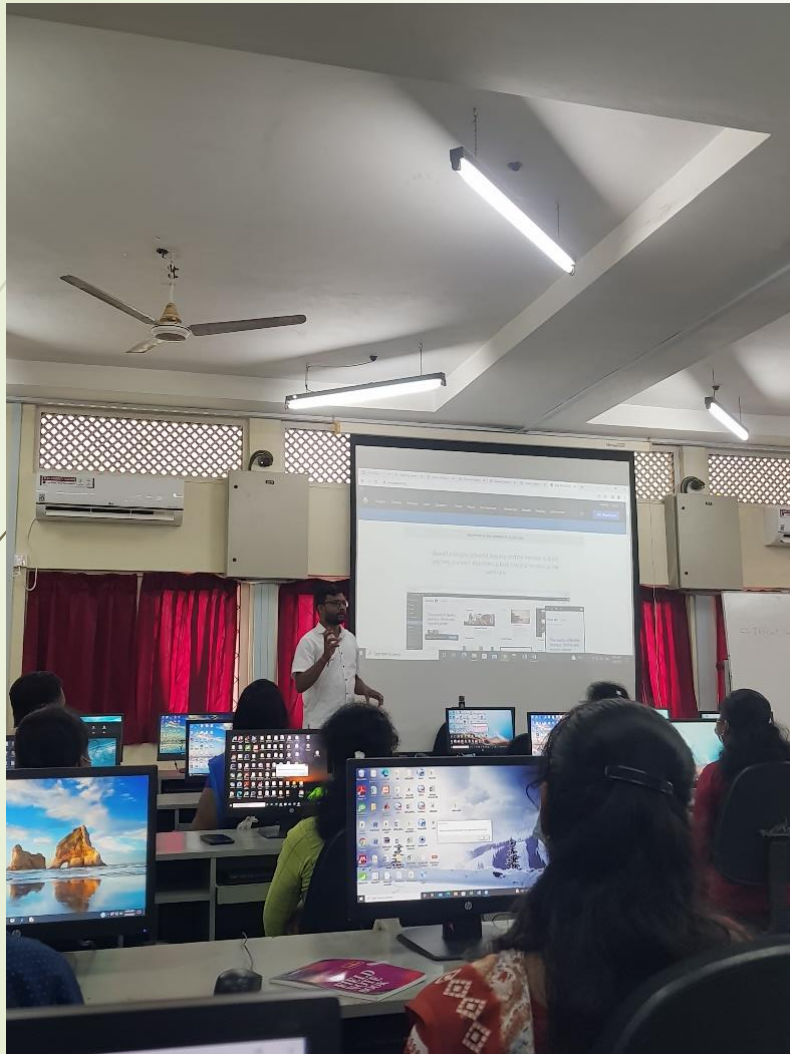
5.Website of Staff Development Centre (SDC)

SDC Website is regularly updated.

▶ **Useful Resources**: Relevant materials and links for Open Education Resources (OER) are provided under the following captions:

Technologies for Teaching and Learning in HEIs

Curriculum Design and Revision

Teaching and Learning in HEIs

Assessment and Evaluation

Research and Writing Skill

Quality Assurance

Strategic Plan Soft skills

▶ **Video Recordings** were circulated to all staff.

University of Jaffna
Staff Development Centre

Home | About US | Programmes | Registration | Downloads | Useful Resources

Useful Resources and Links

Technologies for Teaching and Learning in HEIs

ICT to Enhance Teaching & Learning

- Microsoft Teams Training (video clips)–(pdf)
- Google Workspace Training (Google Suite)(video clips)-(Google Drive – pdf)
- Microsoft Word Training(video clips)-(pdf)
- Microsoft Excel Training(video clips)-(pdf)
- ICT in Education for Teachers in Sri Lankan Universities
- Use of Technology in Teaching and Learning

Microsoft Whiteboard for Windows 10

- Microsoft Whiteboard for Education
- Microsoft Whiteboard for Enterprise

6. Plan for 2023

1. Complete developing of the new modules for the CPD training Programmes and conduct workshops.

   a. Academic Administration
   b. Academic Mentoring
   c. Student Mentoring
   d. GEE
   e. Internet of Things (IOT)
   f. Role play of Academic (Ethics)

2. Revise the curriculum of the Induction programme and conduct IP 2023.

3. Conducting the Short course in English (preparing for IELTS)

4. Conducting more workshops on research skills and scholarship opportunities in order to increase no. of PhDs.

Administrative and non-academic staff

1. Training workshops for **technical officers** on first aid procedures in the workplace and lab safety, procurement procedures, 5S system.

2. More hand on training workshops for **management assistants** on Website maintenance- Word Press

3. Training workshops for **work aids**

4. Training workshops for **administrative staff on** 5S system and soft skills.