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My Number

SOUTH EASTERN UNIVERSITY OF SRI LANKA

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ntg; jsk;

Web site

http://www.seu.ac.lk

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tpyhrk;

Address

University Park

Oluvil # 32360

Tfí wxlh

ckJ ,yf;fk;

Your Number

STAFF DEVELOPMENT CENTRE

Director: 067-2255192 E-mail: directorsdc@seu.ac.lk General: 067 2255062 - 64, (Fax: 067-2255217)

15.02.2012

Registrar,

SEUSL

Dear Sir,

**ANNUAL REPORT – 2011**

**Period: 01.01.2011 – 31.12.2011**

During this period Staff Development Centre conducted the following programmes / activities:

* The following workshops were conducted at the university premises, Oluvil. The details of the workshops/ programs are described below;

	1. **Workshop on “Hospitality Services & Customer care”**
	Date : 10th April 2011, Sunday
	For whom : Labourers

	Resource Person : Mr. A.R.M. Inthikab Alam, Resident Manager
	 Manager/ Sales & Marketing, Serene Pavilions,
	 Wadduwa

Participants : 39

* 1. **Workshop on “University Security System”**
	Date : 30th & 31st July 2011, Saturday & Sunday
	For whom : Security Officers

	Resource Person : Mr. Eranda Gamage
	 Rtd. Chief Security Officer,
	 University of Kelaniya

Participants : 22

* 1. **Training Program on “Assistant Registrar/ Assistant Bursar/ Assistant Librarian Examination – 2011”**
	Date : 26th – 29th July & 02nd – 04th August 2011
	For whom : Non Academic Staff who applied for the above exam

	Resource Persons : Mr. A.L. Jaufer Saadique, Registrar, University of Moratuwa
	 Mr. K. Kanagaratnam, Rtd. Bursar, University of Jaffna
	 Mr. H. Abdul Saththar, Registrar, SEUSL
	 Mr. M.B.M. Irshad, Snr. Lecturer, FMC, SEUSL
	 Mr. M.C. Abdul Naazer, Snr. Lecturer, FMC, SEUSL
	 Mr. K.M. Mubarak, Snr. Lecturer, FMC, SEUSL
	 Mr. M.M. Rifaudeen, Acting Librarian, SEUSL
	 Mr. M.M. Abdur Rahuman, Instructor, ELTU, FAC, SEUSL

Participants : 28

* 1. **Induction Training on “Teaching Methodology”**
	Date : 30th September, 1st & 2nd October 2011
	For whom : Newly recruited temporary assistant lecturers

	Resource Persons : Mr. K.M. Faleel Haque, Dean/ FAC, SEUSL
	 Mr. M.S.M. Jalaldeen, Dean/ FIA, SEUSL
	 Dr. A.F.M. Ashraff, Snr. Lecturer, FAC, SEUSL
	 Mr. S.M. Ahamed Lebber, Snr. Lecturer, FAC, SEUSL
	 Mr. A.M.M. Razmy, Snr. Lecturer, FAS, SEUSL
	 Mr. K.M. Mubarak, Snr. Lecturer, FMC, SEUSL
	 Dr. A. Jahfer, Head/ Dept. of Acc. & Fin., FMC, SEUSL
	 Dr. A. Jahufer, Snr. Lecturer, FAS, SEUSL

Participants : 26

* One short term course is being conducted at the university premises, Faculty of Applied Sciences, Sammanthurai. The details of the short term course is described below;

**Short Term course on “Sinhala Language”**

Duration : 04 months

Scheduled to commence : 02nd November 2011
 *(couldn’t to commence due to the unavoidable circumstances)*

Commenced : 04th January 2012, Wednesday
Lectures : Wednesdays at 3.30 p.m. to 5.30 p.m.

For whom : Non Academic Staff
Resource Persons : Mr. A. Wickramaratne, Snr. Lecturer, SEUSL
 Mr. M.M. Abdur Rahuman, Instructor, SEUSL

Participants : 25

* Approved on 17.03.2011 to **Mr. A.N. Ahmed, Snr. Lecturer**, Department of Biological Sciences, Faculty of Applied Sciences to participate Seminar on “Environmental Requirements in Sri Lanka” held on 31.03.2011 at Galadari Hotel, Colombo.
* Approved on 06.04.2011 to **Mr. M.C. Alibuhtto, Lecturer (Prob.)** in Statistics, Department of Mathematical Science, Faculty of Applied Sciences to participate the short term course on “Analysis of Experimental Data” held on 25 – 27 April 2011 at Postgraduate Institute of Science (PGIS), University of Peradeniya.
* Payments were made to **47 academic staff** for having presented research papers in the International Symposium held on 19 – 21 April 2011 at South Eastern University of Sri Lanka, Oluvil.
* Approved on 09.06.2011 to reimburse the payment of **Mr. I.M. Kalith,** Assistant Network Administrator, Faculty of Applied Sciences for the “INET Colombo 2011” conference & workshop (Workshop held on 21st & 22nd May 2011 at University of Colombo School of Computing and Conference held on 23rd & 24th May 2011 at Hilton Hotel, Colombo.)
* Approved on 19.09.2011 to reimburse the payment of **Mr. I.M. Kalith,** Assistant Network Administrator, Faculty of Applied Sciences for the “NITC 2011 Conference” held on 24th August 2011 at Galadari Hotel, Colombo)
* Approved on 21.09.2011 for getting reimbursement to **Dr. R. Senthilnithy,** Senior Lecturer, Faculty of Applied Sciences to attend the training seminar on “Nano Technology and its Application” held on 30th September 2011 at Adamantane House, Rajagiriya
* Approved on 21.09.2011 for getting reimbursement to **Mr. M.F. Nawas,** Senior Lecturer in Chemistry, Faculty of Applied Sciences to participate the workshop on “Science Education Outreach” held on 13th October 2011 at the Institute of Chemistry, Ceylon, 341/22, Welikada, Kotte Road, Rajagiriya
* Approved on 04.11.2011 for getting registration fee to **Dr. R. Senthilnithy,** Snr. Lecturer/ FAS, **Dr. N.W.B. Balasooriya**, Snr. Lecturer/ FAS and **Dr. P. Elango**, Snr. Lecturer/ FAS to participate the “Global Forum of Sri Lankan Scientists to hardness the knowledge of both local and expatriate scientists for National Development” held on 13 – 15 December 2011.
* Approved on 30.12.2011 for getting reimbursement to **Dr. P. Elango**, Snr. Lecturer/ FAS to participate the “Vavuniya Campus Annual Research Session - 2011” held on 16.11.2011 at Vavuniya Campus.
* Approved on 30.12.2011 for getting reimbursement to **Dr. M.J.M. Jafeen,** Snr. Lecturer/ FAS to participate the “Global Forum of Sri Lankan Scientists to hardness the knowledge of both local and expatriate scientists for National Development” held on 13 – 15 December 2011.
* Approved on 06.04.2011 to reimburse the payments of **Mrs. F.H. Abdul Rauf, Snr. Lecturer**, Faculty of Management & Commerce for having paid annual registration fees to Postgraduate Institute of Agriculture, University of Peradeniya.
* Approved on 27.06.2011 for getting course fee to **Ms. S.M. Murshitha, Lecturer (Prob.) in MIT,** FMC to follow the “MSc in Management and Information Technology” at Faculty of Graduate Studies, University of Kelaniya.
* Approved on 06.12.2011 to **Mr. K.M. Mubarak, Snr. Lecture, Mr. A.M.M. Mustafa, Snr. Lecturer, Mr. S. Gunapalan, Snr. Lecturer and Mr. M.B.M. Ismail, Snr. Lecturer** to present their research papers at the “National Conference on Regional Development 2011” held on 10th & 11th December 2011.
* Approved on 06.04.2011 to **Mr. M.H.M. Rinos, Mr. A.R. Nasar and Mrs. M.I.F. Kareema, Lecturers (Prob.)** to follow the course on “Teaching Methodology” at Eastern University of Sri Lanka started the course in December 2010.
* Approved on 27.05.2011 to **Ms. M.I.F. Kareema**, Lecturer in English, ELTU to follow the “Master of Arts (MA) in Linguistics Programme – 2010/2012” at Faculty of Graduate Studies, University of Kelaniya.
* Approved on 28.10.2011 to **Mr. C.M.M. Mansoor**, Instructor, Computer Unit, FAC to participate in the research paper presentation at an ICACCT – 2011 International Conference in New Delhi, India held on 05.11.2011
* Approved on 14.06.2011 to reimburse the payment of **Mr. A. Farook**, Career Guidance Counselor, Career Guidance Unit for having participated in the workshop on “Developing Positive Attitudes and Motivation” held at Institute of Personnel Management Sri Lanka – IPM, Colombo – 05 on 07.06.2011
* Approved on 14.11.2011 to **Mr. A.L.M. Firoje**, Trainee Technical Officer, Department of Physical Science, Faculty of Applied Sciences to follow the Diploma Course in “Laboratory Technology” at the College of Chemical Sciences.

Signed/ S.M. Ahmed Lebbe M.A.C. Salfiya Ummah

Director For Director/ SDC

Staff Development Centre