SOUTH EASTERN UNIVERSITY OF SRI LANKA

STAFF DEVELOPMENT CENTRE

**Details of activities which were carried out by the Staff Development Centre of South Eastern University of Sri Lanka in 2012**

**Period: 01.01.2012 – 31.12.2012**

1. **Strengthening the Staff Development Programmes**
	1. Management Committee of Staff Development Centre
		* Management Committee of SDC was formed on 24.04.2012 and its 01st meeting also held at the same date.
		* A memo was sent to the Council on 01.06.2012 for nominating two members of the Council to the Management Committee of SDC as per the Commission Circular No. 937 and decision taken at the 1st meeting of MC of SDC.
		* The Council informed its nominees on 06.07.2012 (Prof. A. Sanmugodas and Mr. MNM. Naphiel)
		* A memo was sent to the Senate on 01.06.2012 for nominating two members of the Senate to the Management Committee of SDC as per the Commission Circular No. 937 and decision taken at the 1st meeting of MC of SDC.
		* The Senate informed its nominees on 24.08.2012 (Dr. MIM. Kaleel and Dr. MAM. Rameez)
	2. Programme Committee of Staff Training (PCST)
		* Programme Committee of Staff Training was formed on 05.06.2012 and its 01st meeting also held at the same date.
		* Mrs. Fariza M Hassan, Assistant Registrar/ Establishment has recruited by the Vice Chancellor to function as a Programme Manager to the Staff Development Centre.
		* Special Meeting of Programme Committee of Staff Training held on 02.08.2012 to discuss regarding preparing the proposal to get the 02nd phase fund from UGC under the project of strengthening the Staff Development Activities.
		* 02nd meeting of PCST held on 01.08.2012
	3. Strengthening Staff Development Activities – Allocation of Funds by UGC
		* The University Grants Commission requested on 27.07.2012 to submit a proposal aimed at improving training facilities and programmes of our Staff Development Centre for the year 2012.
		* We sent our proposal on 24.08.2012 to UGC.
		* UGC informed on 26.10.2012 that your proposal for UGC fund allocation 2012 has been approved. Therefore, you may please proceed with your proposed activities.
		* We are in progress to implement the proposed activities.
2. **The Activities of Staff Development Centre**

During the year 2012, Staff Development Centre conducted the following activities:

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

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| **S/N** | **Activity** | **Objective** | **Details of Staff Members participated** | **Resource Person** |
| 01 | Workshop on “Writing Research Articles”Conducted on 04.04.2012 | * To develop the writing skills of journal article
* To gain the knowledge of publishing research article
* To improve the knowledge of publication
 | 46Academic Staff | Prof. Deepthi Bandara,Dept. of Agriculture,University of Peradeniya |
| 02 | Workshop on “Curriculum Development”Conducted on 05.04.2012 | * To prepare the syllabi for creating employability graduates for the local & global market.
* To prepare the curriculum to enhance the knowledge & skills of the graduates.
 | 29Academic Staff | Prof. Deepthi Bandara,Dept. of Agriculture,University of Peradeniya |
| 03 | Training Program on “Information and Office Skills” (66 hrs.)Inaugurated on 13.07.2012is being conducted | * To improve the information, peoples and office skills required for Computer Application Assistants and Clerical Staff to function effectively in a modern office environment
 | 45CAA & Clerical Staff | 17 internal & external resource persons  |
| * Effective Communication Skills - 06 hrs.
* Advanced Spread Sheet Applications - 06 hrs.
* Introduction to Web Designing and Development - 06 hrs.
* Adobe Photoshop - 06 hrs.
* Basics of Information Management - 03 hrs.
* 5 S as Productivity Improvement Tools - 03 hrs.
* Troubleshooting in Computer Hardware - 06 hrs.
* File/ Record Management - 03 hrs.
* Internet, Email and Network Administration - 06 hrs.
* Microsoft Access - 12 hrs.
* Role & Responsibilities of CAAs & Clerical Staff - 03 hrs.
* Effective Public Relations Skills - 03 hrs.
* Office Rules and Regulations - 03 hrs.
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| **S/N** | **Activity** | **Objective** | **Details of Staff Members participated** | **Resource Person** |
| 04 | Induction Training on “Teaching Methodology”Conducted on 08th ,09th & 15th December 2012 | * To improve the teaching skills
 | 31Newly recruited Lecturers (Prob.) & Temporary Assistant Lecturers from all faculties | 10 internal resource persons |
| * *Subject Contents & Effective Time Management*
* *Effective Lecture Preparation and Delivery*
* *Lecture & Language*
* *Lecture Hall Ethics & Students’ Relationship*
* *Active Learning & Effective Teaching*
* *Assessment & Evaluation*
* *Effective Use of Teaching Tools*
* *Continuous Assessment*
* *Handout Preparation*
* *Teaching Large Class*
* *Class Room Management*
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* 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 : 03 months (30 hrs.)

Inaugurated on : 04.01.2012
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, Lecturer (Prob.), SEUSL

Participants : 25

* The following grants were provided to the Staff for developing their skills;

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| **S/N** | **Beneficiary** | **Activity** | **Held on** | **Held at** | **Cost** |
| 01 | Mr. M.H. HaroonSenior LecturerFaculty of Applied Sciences | Seminar on ToxicologyOrganized by the College of Chemical Sciences | 20.01.2012 | Institute of Chemistry Ceylon, Colombo | Rs. 2,000/- |
| 02 | 10 academic staffFrom the Faculty of Management & Commerce | Workshop on Research Methodology and Data Analysis | 22 – 24 January 2012 | Centre for Banking Studies, Central Bank of Sri Lanka | Rs. 75,000/- |

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| **S/N** | **Beneficiary** | **Activity** | **Held on** | **Held at** | **Cost** |
| 03 | 11 academic staffFrom the Faculty of Management & Commerce  | Annual Research Conference conducted by the Faculty of Management & Commerce/ SEUSL | 09th & 10th April 2012 | South Eastern University of Sri Lanka | Rs. 16,000/- |
| 04 | 25 academic staffFrom the Faculty of Applied Sciences  | First Annual Science Research Session – 2012  |  |  | Rs. 50,000/- |
| 05 | Ms. MIF. KareemaLecturer in EnglishELTUFAC/ SEUSL | Master of Arts (MA) in Linguistics Programme – 2010/2012 conducted by Faculty of Graduate Studies |  |  University of Kelaniya | Rs. 40,000/- |
| 06 | Dr. S.M. Ahamed LebbeSnr Lecturer/ FAC | Sri Lanka Economic Research Conference – 2012 |  | Organized by Sri Lanka Forum of University Economists  | Rs. 3000/- |
| 07 | Mr. M.A.M. FowsarLecturer (Prob.)/ FAC | International Research Conference – 2012  | 09.11.2012 | University of Sri Jayawardenepura | Rs. 1,000/- |
| 08 | Mr. M. Abdul JabbarSnr. Lecturer/ FAC | Jaffna University International Research Conference – 2012 | 20.07.2012 | University of Jaffna | Rs. 2,000/- |
| 09 | Dr. S.M. Ahamed LebbeSnr Lecturer/ FAC | Jaffna University International Research Conference – 2012 | 20.07.2012 | University of Jaffna | Rs. 2,000/- |
| 10 | Mr. A.M.M. MustaffaSnr Lecturer/ FMC | Sri Lanka Economic Research Conference – 2012 organized by the Sri Lanka Forum of University Economists | *29th & 30th November 2012* |  | Rs. 3,000/- |
| 11 | 10 Academic Staff of FMC | Workshop on Research Methodology and Data Analysis  | 22 -24 February 2012 | Center for Banking Studies, Central Bank of Sri Lanka | Rs. 75,000/- |
| 12 | Mrs. A.M. Inun Jariya | Paper presentation at the FTN Symposium: “Future Needs of a Developing Sri Lanka: Concepts, Trend and Vision”  | 25th November 2012 | organized by the Pioneer Institute of Business and Technology International | Rs. 3,000/- |
| 13 | Mr. A. FarookCareer Guidance CounselorCareer Guidance Unit | Programme on “Coping with Changes: Skills & theoretical base for professionals”  | 07th & 08th December 2012 | organized by the Department of Social Sciences General Sir John Kotalawela Defense University | Rs. 5,000/- |

Dr. S.M. Ahamed Lebbe

Director