**SOUTH EASTERN UNIVERSITY OF SRI LANKA**

**STAFF DEVELOPMENT CENTRE**

**4.4 Quality Management and Administration**

* Introduce systematic need analysis of demand and supply of employees; SDC
	+ As per the Commission Circular No. 937 dated 10.11.2010;

|  |  |  |
| --- | --- | --- |
| **S/N** | **Demand of Employees** | **Supply of Employees** |
| 01 | Director (1) | Available in Part Time basis |
| 02 | Programme Manager (Assistant or Senior Assistant/ Deputy Registrar function as PM) | AR/ Establishment has been recommended to appoint |
| 03 | Audio – visual Technician/ Officer | Nil |
| 04 | Computer Application Assistant | Nil *(One who attached at the Career Guidance Unit is sharing now)* |
| 05 | Labourer | Available*(One who has been attached on hourly basis)* |

* Develop an annual staff training plan SDC Book & budget





* Assess the needs and set up a fully fledged staff development unit to cater to all levels of staff SDC new building







* Develop an annual staff training plan SDC Book



* Secure funding for staff development SDC & Bursar