



BY-LAWS FOR THE STAFF DEVELOPMENT CENTRE BIKSHU UNIVERSITY OF SRI LANKA

BY-LAW No. 04/2023

1. Preamble
Bikhshu University of Sri Lanka is committed to establishing Staff Development Centre (hereinafter referred to as “SDC”) a centre devoted to promoting the development of skills and competencies necessary for more effective and efficient performance among all members of the University staff and in the University system as a whole enabling staff development to be an integral part of all activities initiated and conducted for staff development. (This by-law is prepared based on UGC Commission Circular No. 937)
2. The Aim
The aim is to improve core knowledge and competencies of the staff of all categories and introduce modern and innovative technologies and tools into the core business of the University.
3. Objectives
<ol style="list-style-type: none">1. To enhance capacity building and skills development of the staff.2. To collaborate with individuals and /or other institutes which aim to enhance the quality of teaching and learning and other support services in the University.3. To identify strategies for SDC funding enable the development of the SDC.4. To identify learning resources related to the teaching and learning process.5. To make recommendations related to management of the SDC.

6. To make recommendation to upgrade facilities of the SDC.
7. To identifying limitations and implementing appropriate strategies.
8. To support and promote the services provided by the SDC.
9. To evaluate and assure the quality and efficiency of the services and programmes provided by the Centre.

4. Institutional Arrangements and functions of the Staff Development Centre

1. The SDC should be placed directly under the purview of the Vice Chancellor and managed by a part-time Director.
2. Its administrative and financial control will be effected through the Management Committee (MC).
3. Further, the Director is assisted by a Programme Committee of Staff Training (PC/ST).
4. The Director should be a senior academic appointed on an assignment basis for a period of 3 years.
5. The curricular training programmes leading to the issuing of certificates/diplomas have to be approved by the MC and the University Senate and shall be tabled at the UGC Standing Committee for staff development in Universities for review and UGC approval.
6. Short term training programmes of less than 5 days duration could be approved by the MC.
7. Quality of the all-training programmes should be assessed once in four years.
8. If a specialized resource person needs to carry out a programme, the University could outsource a resource person after the approval of the MC, Finance Committee and the Council.

5. General and Financial Administration

1. The general administration of the SDC will be governed by the existing rules and regulations as applicable to university administration.
2. The academic administration of the SDC is guided by the instructions specified by the guide book titled "*Handbook on staff development programmes of university staff*".
3. The financial management of the SDC directly comes under supervision of the Bursar of the University. All finances will be handled according to the government financial regulations with approval of the Finance Committee and the University Council.

6. Committees and Responsibilities of the SDC

The composition of the Management Committee is as follows,

Ex-officio

- Vice Chancellor (Chairman of MC)
- Director of SDC (Secretary to MC)
- Deans of Faculties
- *Two Coordinators from each faculty
- Registrar
- Bursar
- Librarian

Other members

- Two senior academic members nominated by the Senate
- Two members of the Council from among the UGC-appointed members

**Note: Coordinators are nominated by each Faculty Board from among the permanent academic staff and are appointed by the Vice-Chancellor with the Senate approval for a one-year term, renewable for up to a maximum of three terms.*

The two coordinators from each faculty play a vital role in facilitating the effective functioning of the Staff Development Centre (SDC). Their responsibilities include; Acting as liaisons between their respective faculties and the SDC, ensuring faculty-specific training needs and concerns are communicated effectively, and providing input and recommendations on staff development programmes, policies, and activities to align with the unique requirements of their faculties.

Terms of Reference of the Management Committee (MC)

1. To take all policy and administrative decisions deemed necessary for the effective working of the SDC and the realization of the objectives of the centre.
2. To appoint, terminate and exercise disciplinary control over contractual staff required for overall and effective implementation of programmes and activities/ project of the centre
3. To recommend wages or allowances or salaries or other remunerations of such staff to the Council via the Finance Committee.

Composition of the Programme Committee of Staff Training (PC/ST).

- Director/SDC (Chairman of PC/ST)
- Programme Manager (PM) – AR/SAR/DR of SDC (Secretary to PC/ST)
- Two Coordinators from each faculty
- Two academic staff members with the required expertise in Education Technology, e-learning and IT Literacy appointed by the Vice-Chancellor on recommendation/ request of the Director SDC.
- Director/Unit of Postgraduate External Degrees and Extension Courses (UPEDEC)
- In-charge/ English Language Teaching Unit (ELTU)
- A Specialized person/s from the field that the training is concerned (suitable members are invited as and when required)

Terms of Reference of the Programme Committee and the Staff Training (PC/ST).

1. To assist the SDC in identifying training needs of academic and non-academic staff
2. To assist in the development of training programmes and modules for the selected training programmes
3. To assist the SDC in conducting staff training programmes

7. Cadre Positions Prescribed for Tier II of the Staff Development Centres (SDC)

- Director
- Programme Manager (*Assistant or Senior Assistant/ Deputy Registrar Establishment branch functions as PM*)
- Technical Officer
- One member representing the Media Committee
- Computer Application Assistant/ Management Assistant (MA)
- Works Aide

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