



TERMS OF REFERENCE

DIRECTOR, STAFF DEVELOPMENT CENTRE

Bikshu University recognises the importance of having terms of reference for the Director of the Staff Development Centre (SDC) to promote and contribute to the capacity building of staff of the Bikshu University of Sri Lanka.

Terms of Reference of the Director SDC (Adapted according to the Commission Circular No. 937)

- To manage the Staff Development Centre under the direction and guidance given by the Management Committee (MC).
- The Director should function as the secretary to the MC.
- To conduct a need analysis among the staff and table the annual action plan to the MC, University Senate and Finance Committee.
- To submit the annual report of the SDC, to the University Council through the Vice Chancellor. Additionally, submit a progress report of the SDC to the University Senate and Audit Committee every three months. After completion of a programme, report to the Faculty board accordingly.
- To manage the SDC along with the Programme Manager (PM) (*Assistant or Senior Assistant/Deputy Registrar Establishment branch*).
- To function as the administrative and accounting officer responsible for the SDC for the Vice Chancellor. He should instruct and advise the programme Manager and other subordinate staff to maintain regular records provide secretarial assistance to the Director and staff training activities and maintain the accounts of the centre in such form and manner as may be prescribed by the University.

- He is authorised to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts, to make authorised payments, and to prepare for the MC and University Council such triennial estimates as are required and annual financial appropriations for the ensuing year.
- To design and conduct mandatory in-service, induction training programmes for all new recruits of academic and non-academic categories.
- To design and conduct continuous development training programmes to improve teaching training and evaluation skills of academics aimed at improving academic skills in conventional instructional and modern ITC-based teaching and learning techniques and tools.
- To design and provide training for all categories of staff aiming at improving technical and professional skills in relevant core areas.
- To develop linkages among domestic and foreign Universities and national and international developmental organizations with similar objectives.
- To make staff aware of external training programmes.
- To design and conduct an annual needs survey to identify the staff requirements of the capacity building programmes.
- To raise funds through domestic and foreign sources with the approval of the University Council, to carry out activities.
- To develop by-laws which would be designed as operational procedures with respect to the governance and management of the SDC and submit to the Governing Council of the University for approval.
- To arrange and coordinate training programmes designed on the basis of the identified needs of the Center for Quality Assurance, Career Guidance Unit etc.
- He shall convey meetings of the MC, Programme Committee of Staff Training (PC/ST) or any other special bodies set up.
- To maintain inventories and documents of all equipment, furniture and other items received and disposed of according to the University's rules and regulations.