BHIKSU UNIVERSITY OF SRI LANKA
CENTER FOR QUALITY ASSURANCE (CQA)

BY-LAWS FOR THE STAFF DEVELOPMENT CENTRE

BY-LAW No. 04/2023

1. Preamble
Bhiksu University of Sri Lanka is committed to establish **Staff Development Centre** (hereinafter refers to as "SDC") a center devoted to promote 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 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
1. To enhance capacity building and skills development of the staff. 2. To Collaborate with individuals and /or other institutes which aims to enhance the quality of teaching and learning and other support services in the university. 3. To identify strategies for SDC funding and staffing to 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 recommendations to upgrade facilities of the SDC.
7. To Identify limitations and implementing appropriate strategies.
8. To 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 place directly under the purview of the Vice Chancellor and managed by a director (part time).
2. Its administrative and financial control will be effected through a management committee (MC).
3. Further, director is assisted by a Programme Committee of Staff Training (PC/ST).
4. The director should be a senior academic appointed on assignment basis for a period of 3 years.
5. The curricular of training programmes leading to issuing of certificates/diploma 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 other than leading to certificate/diploma could be approved by the Senate with recommendation of MC.
7. Quality of the all-training programmes should be assessed regularly.
8. If a specialized resource person needs to carry out a programme, 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.

Centre for Quality Assurance, Bhiksu University of Sri Lanka

6. Committees and Responsibilities of the SDC

Composition of the Management Committee is as follows,

<u>Ex-officio</u>

Vice Chancellor (Chairman of MC)

Director of SDC (Secretary to MC)

Deans of Faculties

Coordinators /SDC (if positions exist)

Registrar

Bursar

Librarian

<u>Other</u>

Two senior academic members nominated by the Senate

Two members of the Council from among the Minister appointed members

Terms of Reference of the Management Committee

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 and the Staff Training.

Director/SDC – Chairman

Programme Manager – AR/SAR/DR of SDC – Secretary

Deans or nominees – 1 from each Faculty

Two members with required expertise in a) Education Technology and e-learning and IT Literacy appointed on the recommendation of the Director)

Head/ English Language Teaching Unit (ELTU)

Director (UPEDEC)

A Specialized person/s from the field that the training is concern (suitable members are invited as and when required)

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Terms of Reference of the Programme Committee and the Staff Training
1. To assist the SDC to identify 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 Cen tres

Director
Programme Manager (*Assistant or Senior Assistant/ Deputy Registrar functions as PM*)
Audio-visual Technician/Officer
Computer Application Assistant / Management Assistant
Laborer/Works Aid

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