



## HUMAN RESOURCE DEVELOPMENT POLICY

### BHIKSU UNIVERSITY OF SRI LANKA

Approval authority	:The Council of Bhiksu University of Sri Lanka
Policy Number	:02/2023
Date of Approval	:12.05.2023
Next Scheduled Review	:2027 (In a cycle of five years)
Description in Brief	:This policy enables employees to acquire the competencies and related qualifications and to develop their potential to meet the university's future human resources needs.

## SECTION 1

### Rationale

The Bhiksu University of Sri Lanka is fully committed to the structured and systematic training and development of all its employees on an ongoing basis to enable them to perform their duties effectively and efficiently. In order to create and maintain a workforce with required capabilities and motivation, it is important to provide opportunities for every employee to acquire relevant new knowledge, skills and attitudes. The University is further committed to promoting through its employment practices and procedures the recruitment, employment, and advancement of qualified personnel without any form of discrimination, including harassment. This document sets out the University policy guidelines for the development of human resources. It addresses the crucial role of learning, education, training, development, HR planning, management and utilization of the potential of every employee in the University

## **SECTION 2**

### **Scope**

This policy is a strategic framework designed to serve as a guide and shall be executed and administered in all categories of staff within the University.

## **SECTION 3**

### **Definitions**

**Centre for Quality Assurance (CQA):** Centre for Quality Assurance of the Bhiksu University of Sri Lanka.

**Continuous Professional Development (CPD):** Members of the university develop, maintain, improve and broaden their knowledge and skills and develop the personal qualities required to uplift their professional development.

**Human Resource Development:** Policies and programmes that support and sustain opportunities for continuity in acquisition and application of knowledge and skills which promote individual autonomy and are beneficial to individuals, the community and the environment.

**Induction Training:** Type of compulsory training for newly recruited employees that systematically and formally introduces new employees to the University policies and procedures, duties and responsibilities, code of conduct and the work environment.

**Internal Quality Assurance Cell (IQAC):** Internal Quality Assurance Cell of the Faculty and other Units.

**Lifelong Learning:** Programs specially designed to inculcate capabilities that will help them manage themselves (work-family balance, career, time, etc), work ethically, and to enhance personal quality shall be made available and given to all the employees from time to time. Also soft skill development is considered.

**Staff:** Those who are in the permanent carder with the Bhiksu University of Sri Lanka.

**Staff Development Centre (SDC):** Staff Development Centre of the Bhiksu University of Sri Lanka.

**The Council:** Governing body of the Bhiksu University of Sri Lanka.

**The Senate:** Senate of the Bhiksu University of Sri Lanka.

## **SECTION 3**

### **Principles**

Equity:

- Ensuring access to information, training and other Human Resource Development (HRD) requirements.
- Fair selection for training and development programmes and scholarships.
- Extending Equal support to training leading to qualifications for all categories of the staff.

Accountability:

- The university administration takes an active role in all aspects of HRD.
- Individual staff members and Staff Development Centre are accountable for their own training and development.

Transparency:

- All staff shall be given the equal opportunities to get lifelong learning.
- Selection process for training shall be done openly and in accordance with set criteria.

Relevance:

- All HRD actions shall contribute towards meeting the University's academic and socio economics needs.
- Employees must be skilled towards the relevant employment and flexible to adapt to any work environment.
- The university priorities and longer-term strategic needs shall be tackled by the HRD system

Employability:

- The University shall provide a conducive environment that can provide opportunities for professional growth.

Autonomy:

- The need to meet bureaucratic requirements should be reduced.
- Autonomy over decisions related to HRD shall be promoted and facilitated.
- Freedom shall be given to employees to improve their own professional development.

Training and Development:

- Different levels of trainings are linked by learning pathways.
- Training providers are responsive to receive support to meet national needs.

## **SECTION 4**

### **Policy Statement**

The human resource development framework of the University ensures that all staff achieve highest excellence in their job role. The University is responsible for providing a systematic, consistent approach to the development of all staff across the University and uplift the academic standards of the University.

This documentation establishes the policy framework for managing and enriching the staff quality and standards.

1. No training or development program is formulated without Needs Assessment in order to avoid unnecessary training for an irrelevant role/task owing to wrong performance diagnosis.
2. Identified training needs shall be prioritized owing to the limited resources (specially financial) and administrative feasibility. Special concerns of the respective Heads, Deans and the Vice Chancellor shall be taken into consideration for prioritizing.
3. The University shall acknowledge the need for institutional and human capacity building interventions to support its goal of improving the quality and delivery of the services provided in the University.
4. Human Resource Development Plans and programmes for all job levels shall support the University Corporate Plan.
5. The University shall take into account that the quality of the Staff, their qualifications and experiences and the caliber of leadership at all levels are of paramount importance.
6. In principle, all staff has equal rights to participate in staff development activities.
7. Academic Governance supports the effective implementation and monitoring of staff development activities.
8. Implementation of the training programs shall be done by the relevant institutions, faculties, departments, or centres. Supervision shall be ensured for successful implementation of each training program.
9. To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff new to the university receive timely induction training.

10. Staff development is a continuous process, which requires trainings and career enhancement with Continuous Professional Development (CPD) programmes.
11. Each employee shall be responsible for self-learning and development. Thus, each employee shall be expected to seek ways and means of developing himself or herself through new learning, give all the possible aid to the relevant authorities to support his or her learning, and to participate in the offered programs by the University with dedication.
12. The University shall provide appropriate and adequate facilities and environment for its staff to uplift their academic and professional development by agreeing the policies of staff development.
13. The Staff Development Centre shall undertake all staff development activities as per the current and future requirements to uphold vision and mission of the University and assure the quality of the programmes conducts.
14. The University shall plan staff appraisal scheme for the Staff and promote the system among the Staff, and launch annual / biannual appraisal programme.
15. Success of each training shall be evaluated and need to obtain feedback for each training programme.

## **SECTION 5**

### **Staff Development Centre**

With regards to capacity building, the Staff Development Centre shall assist with coordinating and ensuring an integrated approach to effective and goal-orientated training and development interventions within the University. Equal access to training and development shall be fostered for all staff.

- The Director of the Staff Development Center or his delegate shall facilitate major part of the HRD activities of the University.
- A representative committee shall be formed, composed of representatives of all Departments/ Faculties.
- Meetings shall be held regularly at intervals when the committee may decide.

Functions of the Committee shall be to,

- implement the need analysis for all training programmes for all categories of staff.
- review, monitor and make recommendations on training practices in order to achieve the University's goals and objectives in accordance with the Corporate Plan.

- arrange for every new employee, regardless of function or department / section, systematic induction training, which will enable the newly employed to become fully oriented in their respective jobs in the shortest possible time.
- implement the evaluation of the effectiveness of all training programmes.
- The budget approval of the training programmes shall be obtained by the finance committee of the University.

## **SECTION 6**

### **Study policy**

- The University supports the continuous development of its employees. However, the operational requirements of the University and relevance of the studies concerned shall always be the primary consideration.
- Employees who wish to undertake a study course towards obtaining a work-related qualification, a degree or equivalent qualification must first obtain approval from the University in accordance with prevailing circular/s.
- The University shall consider each individual case upon application to ensure that the studies an employee wishes to pursue are in the interest of the University.
- The university may, after favourable consideration, assist the employee by granting study leave and/or financial assistance subject to the availability of funds.
- Leave for the training programmes recognized by the University, shall be approved by the University

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