



## **TERMS OF REFERENCE**

### **DIRECTOR, STAFF DEVELOPMENT CENTRE**

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

#### Terms of Reference of the Director SDC (Adapted from Commission Circular No. 937)

- To prepare an annual Action Plan for the center and get the approval from the relevant authorities.
- To manage the Staff Development Centre under the direction and guidance given by the Management Committee (MC).
- To act/ function as the secretary to the MC.
- To manage the SDC along with the Programme Manager (*Assistant/ Senior Assistant/Deputy Registrar*).
- To function as the administrative and accounting officer responsible of the SDC for the Vice Chancellor. He should instruct and advice the programme Manager and other subordinate staff to maintain regular records and 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.
- 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 and 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 annual need 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 operational procedure with respect to the governance and management of the SDC and submit to the Governing Council of the University for the approval.
- To arrange and coordinate training programs designed on the basis of the identified needs of Center for Quality Assurance, Carrera Guidance Unit etc.
- To compile annual report of the SDC, submit financial progress as required to the MC, to the University Council through the Vice Chancellor and submit a progress report of the SDC to the University Council every six months.
- He shall convene the meetings of the MC, Programme Committee of Staff Training (PC/ST) or any other special bodies set up.
- To Guide for maintaining of inventories and documents of all equipment, furniture and other items received and disposed of according to the university rules and regulations.
- To prepare prospects annually for the center.
- The Director is authorized to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts, make authorized payments, and to prepare triennial estimates as required by the MC and University Council. Additionally, the Director is responsible for preparing annual financial appropriations for the ensuing year.