



UNIVERSITY OF VOCATIONAL TECHNOLOGY

Staff Development Centre (SDC)



INDUCTION PROGRAMME FOR NEW ACADEMIC STAFF - 2022

Date: Thursday, 01st of September 2022 (9.00am - 03.00pm)

Venue: Model Classroom, 3rd Floor, New Building, University of Vocational Technology

Resource persons:

- 1) Mr. Sudath Liyanage - Dean/Faculty of Education
- 2) Dr. Ravi Koggalage - Dean/Faculty of Engineering Technology
- 3) Ms. Nilmini Diyabedanage - Director General (DG)
- 4) Dr. Kasun Nandapala - Director/AAQA
- 5) Dr. D.D.D. Suraweera - Senior Lecturer, Department of Electrical & Electronics Technology
- 6) Dr. Roshani Palliyaguru - Director/SDC
- 7) Mr. Dilantha Ratnayake - Head/Department of Film and Television Production Technology

Topic	Resource Person	Time	Duration
OVERVIEW OF UOVT (9.00 am - 10.30 am)			
Welcome		9.00am-9.03am	03 Mins
Opening address	Vice Chancellor	9.03am-9.10am	07 Mins
History of the UoVT	Dr. D.D.D. Suraweera	9.10am-9.45am	35 Mins
Overview of the TVET sector and TVEC			
Positioning of UoVT within the TVET sector and the conventional university sector in Sri Lanka			
UoVT at a glance (Student profiles, Student recruitments, student admission procedures, etc., including University Colleges, their functions, and relationship with the UoVT)	Dr. Kasun Nandapala (Director/AAQA)	9.45am-10.00am	15 Mins
UoVT's institutional and organizational arrangements (institutional structure etc.)	Ms. Nilmini Diyabedanage (DG)	10.00am-10.30am	30 Mins
University norms and culture			

Applicability of UGC circulars			
UoVT's expectations of staff			
Tea Break (10.30 am - 11.00am)			
THINGS YOU SHOULD KNOW AS AN ACADEMIC AT UOVT (11.00 am - 1.00 pm)			
Acts, Ordinance, By-laws, Rules, and Regulations	Dr. D.D.D. Suraweera	11.00am-11.35am	35 Mins
Codes of practices, policies			
Staff workload and flexible working			
Staff leave	Ms. Nilmini Diyabedanage (DG)	11.35am-11.55am	20 Mins
Staff recruitments, confirmation, and promotional procedures			
Administrative procedures (Administrative regulations)			
Teaching and learning culture	Mr. Sudath Liyanage	11.55am-12.15pm	20 Mins
CTHE Programme			
Our enterprise, strengthening communities and enabling partners	Dr. Ravi Koggalage	12.15pm-12.30pm	15 Mins
Research allowance and overview of the research programme	Dr. Roshani Palliyaguru (Director/SDC)	12.30pm-12.45pm	15 Mins
Personal development and etiquettes			
Role of SDC			
Proposed staff mentoring programme			
Internal facilities, societies, platforms etc. available for staff	Mr. Dilantha Ratnayake	12.45pm-1.00pm	15 Mins
Lunch Break (1.00 pm - 2.00pm)			
THINGS YOU SHOULD KNOW AS A STUDENT FACILITATOR (2.00 pm - 3.00pm)			
Quality assurance procedures (Teaching, learning, and assessments)	Dr. Kasun Nandapala (Director/AAQA)	2.00pm-3.00pm	60 Mins
Programme accreditations			
Student feedback, peer observations etc.			