



**Staff Development Center (SDC)**

**Rajarata University of Sri Lanka  
Mihintale**

**Prospectus**

**Induction Program for Academic Staff**

**February 2020**

## **Table of Content**

<b>Rajarata University of Sri Lanka</b>	<b>01</b>
<b>The Staff Development Centre</b>	
<b>Vision of the SDC</b>	<b>02</b>
<b>Mission of the SDC</b>	
<b>Goal of the SDC</b>	
<b>Aims of the SDC</b>	
<b>Staff of SDC</b>	
<b>Management Committee of the SDC</b>	<b>03</b>
<b>Certificate of Teaching in Higher Education (CTHE)</b>	<b>04</b>
<b>Course Outline of the Induction Program</b>	<b>06</b>
<b>Resource person for the staff Induction Program</b>	<b>09</b>
<b>List of Participnats – 2020 Program</b>	<b>09</b>

## **Rajarata University of Sri Lanka - Mihintale**

Rajarata University of Sri Lanka (RUSL) was first established as an affiliated university under Section 21 of the Universities Act No.16 of 1978 on the 7<sup>th</sup> of November 1995. The RUSL was ceremonially inaugurated at the former Gam Udawa site at Mihintale, on the 31<sup>st</sup> of January 1996 by amalgamating the affiliated university colleges located at Puliyankulama, Polgolla and Kuliyaipitiya.

The newly established RUSL comprised of three faculties at the inception. The faculties of Social Sciences and Humanities, Management Studies and Applied Sciences are located in Mihintale while the faculty of Agriculture is established in Puliyankulama in 2001. A new faculty of Medicine and Allied Sciences was inaugurated in 2006 by a gazette notification on the 7<sup>th</sup> of July 2006 and is located in Saliyapura. Currently the student body comprises of over 4000 undergraduates and a permanent academic staff of around 180. RUSL during a short span of seventeen years has emerged as a leading educational institute in the World Heritage site of the North Central Province with a reputation of providing highly trained, disciplined personnel to fill the positions in various governmental and non-governmental organizations.

### **The Staff Development Centre of the Rajarata University – SDC**

The Staff Development Centre of the Rajarata University (SDC) was established in 2005. According to the corporate plan of the RUSL the SDC is expected to develop competencies and promote career development of the all categories of staff at Rajarata University. The main aim of the SDC is to make university teaching and learning process more effective, more relevant, student oriented and to achieve international standards by placing special emphasis on training of new recruits to the academic staff in innovative teaching methodologies. Moreover, SDC is committed to promote the development of skills and competencies necessary for more effective and efficient performance among all members of the staff of the University.



## **Vision of the SDC**

The vision of the Staff Development Centre is to be a hub of excellence in professional development.

## **Mission of the SDC**

Mission of the Staff Development Centre is to provide appropriate training and development opportunities to employees to become committed, motivated and competent professionals.

## **Goal of the SDC**

To provide continuous, needs based learning and professional development opportunities for all categories of staff within the university

## **Aims of the SDC**

- Determine staff development activities based upon a careful assessment of staff member needs
- Meet the needs and expectations for the continued professional education of all staff categories
- Strengthen the options available for staff improvement
- Ensure adequate funding for staff development activities
- Employ accepted methods of teaching and learning in staff development activities
- Ensure equitable access to staff development opportunities, appropriate to staff role and aligned to career objectives

## **Members of Staff - SDC**

Dr. Lalith Senarathna – Director  
Tel: 025-2266757  
e-mail: sdc@rjt.ac.lk

Mrs K.M.S.K. Samarakoon - Management Assistant  
Mr. D.S. Rathnasooriya - Office Assistant  
Miss. K.A.P. Kumaradasa - Office Assistant

## **Management Committee of the Staff Development Centre of the Rajarata University**

Dr. B.A. Karunaratne	Vice-Chancellor, Chairman
Dr. Lalith Senarathna	Director, SDC
Dr. S.D. Pilapitiya	Dean, FMAS
Prof. (Mrs.) W.M. Sriyani	Dean, FAS
Prof. C.R. Withanachchi	Dean, FSSH
Prof. W.P. Wijewardhana	Dean, FMS
Prof. A.M.J.B. Adikari	Dean, FA
Dr. K.G.P.B. Jayathilake	Dean, FT
Mr. A.M.G.B. Abeysinghe	Registrar
Mr. D.D. Upananda	Bursar
Mrs. Asoka Siriwardhana	Librarian
Council Nominees:	two members to be appointed
Senate Nominees:	two members to be appointed

## **Certificate of Teaching in Higher Education (CTHE) - Staff Induction Program**

The RUSL senate at its 121<sup>st</sup> meeting held on the 15<sup>th</sup> of January 2009 appointed a Sub-Committee to look into the feasibility of initiating a Certificate Course in Educational Technology for the new recruits to the academic staff. The Sub-committee was of the view that the RUSL should initiate its own training program for the probationers to be offered via the already established SDC. The proposed training program was to cover eight major areas organized into separate modules.

1. The University system -Sri Lanka
2. Theories of learning
3. Teaching - concepts and methods
4. Student assessment and curriculum evaluation
5. Curriculum development
6. Communication skills
7. Research methodology
8. Ethics for university teachers and ethics in scientific research and publication

In 2013, in the process of revamping the activities of the SDC, the RUSL decided to follow the Staff Development Training Program based on the '*Induction Program for Academic Staff of Sri Lankan Universities*' compiled by the World bank - Higher Education for the Twenty First Century (HETC) Project and the University Grants Commission (2012). This program, detailed in the Training Manual, includes all the modules envisaged by the Senate Sub-committee in 2009.



### **Aims of the Induction Program**

- i) To make the participants aware of different approaches and methods of teaching and to develop skills of choosing appropriate tools for the task at hand.
- ii) To make new staff aware of different types of assessment tools and to improve the competency of the new recruit to select the appropriate assessment tool/s for the task at hand.
- iii) To instill teaching, communication, research and administrative skill in the new recruits in order to deliver a well balanced, competent, efficient and ethical faculty to take the University forward.
- iv) To facilitate the new recruits to model their career paths in the academic environment in a way that will help the University to achieve its mission.
- v) To help the participants appreciate that an academic career is a lifelong commitment to continued education.

### **Outcomes of the Induction Program**

On completion of the Program;

- a) The university will have a teaching faculty who are competent as teachers, conversant in administration and research and committed to honesty, equity and transparency when dealing with students, colleagues, administration and the society at large.
- b) The university will be staffed by individuals who strive to be the masters of their chosen fields of study, who are competent to teach, facilitate and guide scholars (pedagogy) and take the institution to new heights.

## **Course Outline of the Induction Program as Given in the UGC Manual (2012)**

### **Introduction to Induction Program (02.0 hrs.)**

### **Module 1. Orientation as a University Teacher (12.5 hrs.)**

Topic 1: Introduction to the University System

Topic 2: Education Reforms in the 21st Century

Topic 3: University Act and Ordinance

Topic 4: Academic and Organizational Structure of the University

Topic 5: The University Teacher

### **Module 2. Personal Development and Counseling (14.0 hrs.)**

Topic 1: Career Goals and Continuous Professional Development

Topic 2: Time and Stress Management

Topic 3: Soft Skills, Reflective Practice and Emotional Intelligence

Topic 4: Academic and Personal Counseling

### **Module 3. Teaching and Learning Methods (28.0 hrs.)**

Topic 1: Training Needs and Target Population

Topic 2: Teaching Philosophy and Teaching Portfolio

Topic 3: Levels of Learning and Learning Outcomes

Topic 4: Learning Styles and Learning Theories

Topic 5: Lesson Planning

Topic 6: Teaching Methods

### **Module 4. Assessment and Evaluation (12.5 hrs.)**

Topic 1: Introduction to Assessment and Evaluation

Summative and Formative Assessments

Topic 2: Assessment Methods and Types of Questions

Topic 3: Marking Schemes, Model Answers and Assessment Rubrics

Topic 4: Giving Constructive Feedback to Students and Staff



**Module 5. Curriculum Design and Revision (15.0 hrs.)**

Topic 1: Pressure to Change, Resistance to Change and

Success Factors in Curriculum Development

Topic 2: Graduate Attributes and Graduate Profiles

Topic 3: Outcome Based Curriculum Development Model

Topic 4: Constructive Alignment and Integrated Course/Program Design

**Module 6. ICT skills in Higher Education (15.0 hrs.)**

Topic 1: ICT-based Teaching Methods

Topic 2: ICT-based Assessment Methods

Topic 3: Role of ICT Tools in Teaching and Learning

**Module 7. Teaching Practice (20.0 hrs.)**

Topic 1: Lesson Planning

Topic 2: Delivering a Lesson

**Module 8. Research in Higher Education (16.0 hrs.)**

Topic 1: Role of Research in Societal Evolution and Career Development

Topic 2: Ethical Issues in Research

Topic 3: Research Proposals and Design

Topic 4: Scientific Writing/Communication for Publication of Research

Topic 5: Reference Style/s

**Module 9. University Administrative Procedures (08.0 hrs.)**

Topic 1: Introduction to university administrative and financial  
regulations (AR and FR) and procedures

Topic 2: Disciplinary Matters, Rights and Obligations of  
University Employees, Human Rights

Topic 3: University Examination Procedures

## **Module 10. Strategic Planning and Management for Universities (04.0 hrs.)**

Topic 1: Introduction to Strategic Planning and Management  
in the Universities and Institutes

### **Quality Assurance in Higher Education**

**(02.0 hrs)**

### **Conclusion Session of the program**

**(02.5 hrs.)**

The Induction Program includes 150 hours of activities out of which 100 hours of theory/ lectures and 50 hours of take home assignments/ on class assignments/ teaching practice etc. will be covered. The program is conducted in English language.

### **Program Evaluation**

The SDC expects full time commitment of the participants to the detailed program that will be made available prior to Induction Program. An overall attendance of 80% is compulsory for all the modules for the award of the certificate. Absence for more than 20% of the training program will be interpreted as withdrawal from the course. This will result in participant/s repeating the entire program or the sessions/modules that were missed with the induction program of previous occasion. All participants are expected to complete all assignments within the stipulated period. Methods of evaluation include - portfolios, assignments, micro-teaching sessions and presentations. Program evaluation also considers the following aspects; obtain a satisfactory grade for portfolio and presentation/s, active participation in group work, other lecture sessions and completion of assignments on time.

### **Course Fee**

Registration fee is LKR 24,000.00. For participants from RUSL, the university will pay the registration fee. This facility is valid only once. Those who are required to repeat the program will have to make the payment from their own funds. Similarly those who are required to repeat missed modules/sessions will have to pay the fees stipulated by the SDC with their own funds. Academic staff from other universities will have to make the payments to the SDC at the time of registration by cheque /cash or bank draft.

***Note-** Confirmed or Senior Academic staff members may opt to follow a single or several modules on payment of a fee stipulated by the SDC.*

## Resource Persons of the Academic Staff Induction Program - 2020

Name of the Resource Person	Institute/Organization
Prof. J.S. Edirisinghe	Retired Consultant and Professor, Faculty of Medicine & Allied Sciences Rajarata University of Sri Lanka
Prof. J.M.Gunadasa	Retired Vice Chancellor, University of Peradeniya
Prof. Deepthi Bandara	Former Director, Quality Assurance Unit, University Grant Commission
Prof. Gominda Ponnampereuma	Professor of Medical Education, Faculty of Medicine, University of Colombo
Prof.N.K. Anjana Silva	Head, Department of Parasitology, Faculty of Medicine, Rajarata University of Sri Lanka
Dr. Asitha Bandaranayake	Senior Lecturer Faculty of Engineering, University of Peradeniya
Dr. J.M.S.B. Jayasundara	Senior Lecturer, Faculty of Social Sciences and Humanities, Rajarata University of Sri Lanka
Dr. B.M.K. Perera	Former Director, Career Guidance Unit University of Peradeniya
Dr. Chaminda Egodawaththa	Senior Lecturer, Faculty of Agriculture, Rajarata University of Sri Lanka
Dr. Lalith Senarathna	Director, Staff Development Center, Rajarata University of Sri Lanka
Dr. Janaka Pushpakumara	Senior Lecturer, Faculty of Medicine, Rajarata University of Sri Lanka
Mr AMGB Abeysinghe	Registrar - Rajarata University of Sri Lanka
Mr. D.D.Upananda	Bursar, Rajarata University of Sri Lanka
Mr S. H. Uwaisulkarni	Deputy Registrar (Academic and Examination) Rajarata University of Sri Lanka

## Academic Staff members registered for the Induction Program – 2020

Name	Designation	Faculty
Dr. (Mrs.) H.M.I.U. Jayasinghe	Lecturer (Probationary)	FMAS
Dr. D.M.P.L.K. Abeyrathna	Lecturer	FMAS
Dr. K.A.D.L.P. Kariyawasam	Senior Lecturer	FMAS
Dr. R.P.N.C. Sarathchandra	Senior Lecturer Gr. II	FMAS
Dr. W.A.S.N. Wedasinghe	Lecturer	FMAS
Dr. D.A.U. Hettiarachchi	Lecturer (Probationary)	FMAS
Dr. S. Srishankar	Senior Lecturer Gr. II	FMAS
Dr. A.M.A.H.M.S. Senanayake	Senior Lecturer Gr. II	FMAS
Dr. T.K.P. Kaluarachchi	Senior Lecturer	FMAS
Dr. R.M.A.I. Rathnayake	Lecturer (Probationary)	FT
Ms. W.K.P. Chathurangika	Lecturer (Probationary)	FT
Mrs. K.K.M.N. Prasanthika	Lecturer (Probationary)	FT
Dr. P.K. Kumarae	Senior Lecturer	FT
Dr. R.G.P.T. Jayasooriya	Senior Lecturer	FT
Mr. N. Kurukulasooriya	Lecturer (Probationary)	FT
Mr. K. Prashanth	Lecturer (Probationary)	FT
Dr. H.A.N. Dharmagunawardhane	Senior Lecturer Gr. II	FT
Ms. S.K.N. Prasangini	Lecturer (Probationary)	FT
Mr. H.M.H.T. Hikkaduwa	Lecturer (Probationary)	FT
Mrs. W.M.M.U.L. Karunadasa	Lecturer (Probationary)	FT
Dr. E.Y. Fernando	Senior Lecturer Gr. II	FAS
Dr. S.C.D. Silva	Lecturer (Probationary)	FAS
Mr. E.M.C.P. Senevirathna	Lecturer (Probationary)	FAS
Ms. I.J. Hewaratne	Lecturer (Probationary)	FAS
Dr. M.M. Wijayasinghe	Lecturer (Probationary)	FAS
Mr. W.A.W.U. Wickramaarachchi	Lecturer (Probationary)	FAS
Dr. S.A. Senevirathne	Senior Lecturer Gr. II	FAS

<b>Name</b>	<b>Designation</b>	<b>Faculty</b>
Mrs. T.G.D. Udayakanthi	Lecturer	FSSH
Mr. R.A.N.M. Jayasinghe	Lecturer (Probationary)	FSSH
Mr. A.P. Mallawaarachchi	Lecturer (Probationary)	FSSH
Dr. W.K.D. Keetthirathne	Senior Lecturer	FSSH
Mr. M.W.N.U. Gunasinghe	Senior Lecturer	FSSH
Mr. M.A.P. Kumara	Lecturer (Probationary)	FSSH