



# LECTURERS HANDBOOK

Stepping Stone To Tech Life



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# Uki Technology School - Administration Handbook

## Introduction

As a lecturer at Uki, you play a crucial role in our full scholarship-based / on-demand technology programs. The objective of the program is to train students to become successful professionals in the IT industry, capable of joining IT organizations as Junior Executives, starting technology start-ups, or becoming co-founders of startups. Our goal is to provide an opportunity for students who have sat for the Advanced Level examinations and don't have access to university education or vocational training.

Uki fosters the development of students with disciplined habits of mind, body, and spirit, nurturing a sense of moral responsibility in each student. This handbook outlines your responsibilities as a lecturer and the guidelines to create a conducive learning environment for our students.

## Uki Centers:

### Uki Jaffna Center

- Address: **No 124, Rasavinthodam Road, Jaffna. Sri Lanka.**
- Phone: **+94 77 569 4587**
- Email: **info@uki.life**

### Uki Kilinochchi Center

- Address: **No 423, Thirunagar, Kilinochchi, Sri Lanka.**
- Phone: **+94 21 228 4647**
- Email: **kilinochchi@uki.life**

### Uki Vavuniya Center

- Address: **No 57, 2nd Cross Street, Vavuniya. Sri Lanka.**
- Phone: **+94 77 074 0174**
- Email: **apply@uki.life**

## Process 1: Application Opening

- Before opening the application form, plan the Cohort with the application opening date, duration, and planned advertisement dates.
  - Arrange a call with the Uki Administration and present the plan.
  - The application form will be made available on the Uki website, where applicants can apply.
  - Review and amend the application form format if necessary, ensuring it aligns with the course requirements.
  - Coordinate with the Graphic Designer and Marketing team to prepare social media and newspaper advertisements.
- Inform the Uki Marketing team about your plans and share the necessary content and images for the application opening.
- Coordinate with the Web Development team to set up the application on the website.
- Conduct a test check on the application and content before opening it to the public.
- The application duration is typically **15 days**, with a possibility to extend based on the number of applications received.

## Process 2: Interview & Selection

Upon receiving applications, promptly acknowledge each applicant by sending a confirmation email to confirm their application is received. Simultaneously, initiate the application filtering process and begin conducting interviews in parallel to optimize time efficiency.

- Filtering

During the application review, carefully filter the candidates to identify those who align with Uki's program objectives. Please exclude applicants falling under the following categories, as they do not meet Uki's goals:

- Students who are currently enrolled in Government Universities.
- Students who are currently enrolled in Private Universities.
- Students with good A/L results intend to pursue a University Education.
- Interview
  - Once the filtering process is completed, schedule in-person interviews for the shortlisted candidates to **assess their 3P, Purpose, Passion and Perseverance**.
  - Please refer to the Interview Criteria and Sample Questions provided in the attachment to conduct the interviews effectively.
- Selection
  - After conducting all the interviews, select candidates based on their interview scores and overall potential. Inform the selected candidates of their status through an email, which should include details about the program's orientation date and time. Additionally, contact them via phone to confirm their participation.
  - Maintain a waiting list of eligible candidates in case of any rejections or vacancies. This will allow swift replacement and avoid any delays in filling available slots.
  - For candidates who are not selected, send them a courteous email expressing appreciation for their interest in Uki's program and extend well wishes for their future endeavors.

## Process 3 - Orientation & Registration

- Parents Meeting
  - The first step in initiating the cohort is to organize a parents' meeting, where all the selected participants are required to attend with their parents or guardians. As a Lecturer, you will play a crucial role in this meeting by conducting a presentation about YarIt Hub, Uki and the course and explaining the agreements.
  - During the presentation, emphasize
    - Uki's mission and values
    - The benefits of the program
    - The commitment to nurturing students' moral responsibility
    - An overview of the curriculum
    - The expected learning outcomes.
  - Additionally, explain the significance of the Honor Code and Scholarship Acceptance Agreements, highlighting the responsibilities and expectations of both students and parents.
- Agreement Signing
  - The Honor Code and Scholarship Acceptance Agreements will be presented to students and parents during the parents' meeting.
  - Ensure that all participants thoroughly understand the agreements before signing. These agreements signify the commitment of both students and parents to abide by Uki's principles, values, and code of conduct throughout the program.
  - As a Lecturer, you will have a significant role in guiding students and parents through the importance of these agreements and answering any questions they may have.
- Registration
  - To successfully register a student for the program, collect essential documents from each student, including their **Birth Certificate, O/L (Ordinary Level), A/L (Advanced Level) results, and NIC (National Identity Card) digital copies**. This information should be obtained via a secure and organized form to ensure the confidentiality and protection of personal data.

As part of Uki's commitment to data privacy, maintain strict security measures to safeguard this sensitive information.

## Process 4: Cohort Planning

When preparing to start a new cohort, it is essential to conduct a thorough check on the following aspects in coordination with the Uki Administration:

- Revision of the Curriculum, Exercises, and Assignments
  - Review and update the curriculum, exercises, and assignments to ensure they align with the latest industry standards and best practices.
  - Prepare Needed Slides for the Content
- Use Tools for Class Activities and Create Accounts - Create accounts or access credentials for students to use these tools effectively.
  - Slack
  - Trello
  - Google Classroom
- No Laptops Are Needed

- Confirm that the cohort does not require laptops to be provided by Uki. If laptops are needed, make necessary arrangements to ensure they are available for student use during the program.
- A Quick Check on the Resources Needed (Stationery and Other Materials)
  - Conduct a quick assessment of the required resources, including stationery and other materials.
  - Ensure that all necessary resources are readily available and in sufficient quantities.

## Process 5: Curriculum

As we plan the curriculum for the cohort, it is essential to work closely with Uki Administration. We will discuss various aspects, including additional activities we suggest adding during the call with them.

### 1. Program Curriculum

Maintain a clear and comprehensive roadmap of your program curriculum, outlining all main topics, subtopics, and corresponding activities.

Share this curriculum plan with the Uki Administration to ensure alignment and adherence to the program's objectives. In case you intend to make any amendments or modifications to the curriculum, promptly inform the Uki Administration and obtain their permission before implementation.

### 2. Activities Must Include

- Typing Practice: Incorporate typing practice sessions to enhance students' typing speed and accuracy, a vital skill for coding and digital communication.
- Blogging: Encourage students to maintain individual blogs where they can document their learning experiences, projects, and reflections. Blogging promotes communication skills and fosters a sense of ownership in their progress.
- Riddles/Puzzles that Lead to Critical Thinking: Introduce brain-teasers, riddles, and puzzles to stimulate critical thinking and problem-solving abilities among students.

### 3. Clubs

Offer diverse clubs that cater to various interests, allowing students to explore their passions beyond the core curriculum. Suggested clubs include:

- Tech Talk: A platform for students to discuss and share the latest trends and innovations in the technology industry.
- TedX: Organize TedX-style events where students can present and discuss their ideas, projects, and inspirations.
- Gavel Club: Establish a Gavel Club to nurture public speaking and leadership skills in students.
- Fitness Club: Promote a healthy lifestyle by organizing fitness activities (morning exercise, Zumba, Yoga) and encouraging students to stay physically active.

By integrating these activities, we aim to ensure that the curriculum aligns with Uki's mission and values while providing a stimulating and fulfilling learning journey for our students.

#### 4. Communication and Presentation Skills

Effective communication and presentation abilities are essential in today's professional world, and by focusing on these skills, we empower our students to become confident and articulate communicators.

As an integral part of Uki, your role includes nurturing students' English communication and presentation skills. For Full-time courses, kindly collaborate with the Uki Administration to arrange a guest lecturer to deliver this module effectively. Simultaneously, encourage students to engage in regular English presentations and speeches to refine and enhance their skills further.

#### 5. Maintain a Timetable

Develop a well-structured and detailed timetable that outlines the schedule for all classes, activities, and events throughout the program. A clear timetable will help students and faculty stay organized and make the most of their learning journey at Uki.

### Process 6: Final Project

The Uki Final Project is a crucial activity that determines whether a student has successfully completed the program. Depending on the program track, we have specific project recommendations:

- For the Uki Full Stack Accelerator Program and Digital Marketing, we recommend an individual project.
- For Uki Project Management, we advise a pair of projects, with a maximum of three students per project.

#### Final Project Evaluation

Students are required to present their projects to an evaluation panel. This panel comprises members from YIT and Uki who will assess and grade the projects based on performance and how well they address the evaluation questions.

If any resubmissions are necessary, they will be graded within the next 10 days, ensuring a fair and timely evaluation process.

### Process 7: Graduation

Upon successfully completing their final project, the graduation ceremony becomes a celebration of our student's accomplishments and dedication throughout their journey at Uki. As lecturers, it is our responsibility to ensure that this occasion holds deep meaning for each of our students.

#### Certificate and Transcript Design

Before printing, kindly review the certificate and transcript designs with the Uki Administration. Additionally, ensure that sponsor details are accurately included to recognize their support and contributions.

#### Scheduling the Awarding Ceremony

Coordinate with both Uki and YIT Administration to determine an appropriate date for the awarding ceremony. Once the date is confirmed, proceed to schedule and organize the memorable event for the entire cohort.

## Process 8: Students CV Circulation

After successfully completing the batch, gather updated resumes from Uki students and forward them to our hiring partners. To ensure a professional presentation, follow these steps:

1. **Resume Review:** Prior to circulation, thoroughly review each resume for colour, font formats, alignments, and spelling and grammar mistakes. Ensure that the resumes present students' qualifications and achievements in the best possible light.
2. **Preference Confirmation:** Inquire about students' preferences regarding job locations, whether in Jaffna or anywhere else and send the resumes accordingly to the relevant hiring partners.
3. **Spam Avoidance:** When circulating the resumes, take precautions to prevent emails from being marked as spam. Advise students to refrain from including unnecessary links in their resumes that might trigger spam filters.
4. **CC Inclusion:** Include the email addresses *sayanthan@yarlithub*, *sarwes@yarlithub*, and *admin@uki.life* in the CC section of the email. This ensures that all relevant parties are informed and kept in the loop during the resume circulation process.

## Uki Cohort Disciplines

### Communication

- Students are required to keep their phones in a designated box during class hours and may use them only during intervals.
- Communication must primarily take place through Slack, and no other social media platforms should be used or encouraged unless specifically related to the course.
- Encourage speaking in English during all sessions by adding them to the Uki timetable and adhering to this practice.
- Facilitate open discussions and active participation among students during group activities.
- Promote a respectful and inclusive communication environment, where everyone's opinions and ideas are valued.

### Time Management

- Strictly track and adhere to deadlines for assignments and projects.
- Utilize tools such as Trello to manage tasks efficiently.
- Train students to submit their work on time and encourage participation in voting once submissions are made.
- Provide students with time management tips and techniques to balance academic responsibilities and personal commitments effectively.
- Conduct periodic time management workshops or sessions to help students improve their time management skills.



## Attitude

- Uphold the Honor Code and any alleged violations should be reported to the Uki Administration promptly.
- Show respect towards all individuals, including teachers, staff, and fellow students.
- Prohibit the use of prohibited substances and any form of bullying, harassment, or violence.
- Foster a positive and supportive classroom atmosphere where students feel encouraged to express themselves without fear of judgment.
- Encourage students to adopt a growth mindset, embracing challenges and seeing failures as opportunities for learning and improvement.

## Attendance

- Regular attendance is vital for academic success, and students must inform the Uki Administration via email in case of absences and provide written excuses from parents/guardians upon their return.
- Students are expected to attend classes regularly and be punctual, arriving at Uki at least 10 minutes before the class starts. If they anticipate being late, they must inform the lecturers beforehand.
- Failure to notify absences for five classes will result in termination from the program. If students wish to rejoin, they must visit Uki with their parents/guardians and provide a valid reason. Rejoining is subject to Uki Administration's approval.
- Recognize and celebrate good attendance records with small incentives or acknowledgements to encourage consistent attendance.

## Academic Integrity

- Adhere to academic honesty and integrity in all assignments and assessments.
- Educate students about the consequences of plagiarism and cheating, emphasizing the importance of original work and proper citation practices.
- Encourage students to seek help from faculty or peers when facing difficulties with assignments instead of resorting to dishonest practices.
- Organize workshops or seminars on academic integrity to raise awareness and reinforce ethical behavior among students.

## Use of Electronic Devices

- Allow the use of laptops and mobile phones only during designated times and for educational purposes.
- Inform students that the laptops provided by Uki are for Uki-related use, and they are responsible for their proper care and maintenance.
- Emphasize responsible use of electronic devices to minimize distractions during class sessions.
- Establish guidelines for appropriate use of electronic devices during class, such as silencing notifications and refraining from non-academic activities.

## Maintaining Cleanliness

- Emphasize the importance of maintaining cleanliness and taking care of school property.

- Organize regular clean-up drives or initiatives to instil a sense of responsibility for the school environment among students.
- Promote a clean and organized classroom environment that enhances focus and productivity.
- Lead by example and demonstrate proper cleaning practices to encourage students to follow suit.

## Lecturers' Discipline

### Core Values

1. **Professionalism:** Demonstrating professionalism creates a positive and respectful atmosphere, promoting a sense of trust and credibility among students.
2. **Punctuality:** Being punctual sets an example of discipline and respect for time, encouraging students to be punctual and value their learning time.
3. **Preparation:** Thorough preparation ensures a well-structured and engaging learning experience, maximizing students' understanding and knowledge retention.
4. **Engagement:** Active engagement fosters a dynamic and interactive classroom, enhancing students' participation and passion for learning.
5. **Empathy:** Showing empathy builds a supportive and compassionate learning environment, allowing students to feel valued and understood.
6. **Honesty and Integrity:** Practicing honesty and integrity cultivates a culture of trust and credibility, essential for fostering ethical behavior in students.
7. **Respect:** Respecting diversity instills an inclusive and accepting atmosphere, encouraging open dialogue and appreciation for different perspectives.
8. **Responsibility:** Taking responsibility for students' academic progress fosters a sense of accountability and dedication to their growth and success.
9. **Feedback:** Providing constructive feedback helps students recognize their strengths and areas for improvement, facilitating continuous growth and development.
10. **Continuous Learning:** Engaging in continuous professional development demonstrates a commitment to self-improvement, leading by example and inspiring students to embrace lifelong learning.
11. **Collaboration:** Collaborating with co-lecturers and stakeholders promotes a supportive and cooperative learning community, fostering a sense of belonging and teamwork.
12. **Adaptability:** Being adaptable accommodates diverse learning styles and needs, ensuring that every student feels valued and included in the learning process.
13. **Communication:** Effective communication establishes clear expectations and guidance, ensuring students have the necessary information to succeed academically and emotionally.
14. **Ethical Conduct:** Upholding ethical standards cultivates a culture of trust, integrity, and responsibility, guiding students toward principled decision-making.
15. **Student-Centered Approach:** Prioritizing students' needs emphasizes their individual growth and well-being, creating a student-centered learning environment focused on their success and happiness.

### Reporting

As a lecturer, it is your responsibility to provide regular updates to the Uki administration as needed.

#### 1. Monthly Reports

- a. Submit monthly reports with comprehensive updates, including the following information from the previous month's activities:

## **2. Cohort Weekly Content Tracker**

- a. Every lecturer must maintain a weekly content tracker, updating it daily to record the day's activities and progress. A template for the content tracker can be found in the attachment.

## **3. Feedback**

- a. Collect feedback at least once a month and attach the feedback summary to the monthly reports submitted to the administration.

Updated for Uki Administration

Ensure that all reports and trackers are regularly updated and readily available for review by the Uki administration.

**Monthly/Weekly Call with Uki Administration** - Participate in monthly/weekly calls with the Uki administration to present the latest updates, discuss any challenges or concerns, and make any resource requests, as necessary.

## **Data Handling**

To ensure proper data management and security, each center must have an official email ID ending with xxx@uki.life. Additionally, a Gmail account should be set up to store all the center's data securely. It is the responsibility of the center to protect all data and ensure its confidentiality.

### **Access Credential**

Every centre must maintain a document containing all Uki-related account credentials, which must be shared with the Uki administration. Any changes or updates to these credentials should be promptly notified to the Uki Administration to maintain a smooth and secure data handling process.

## **Marketing Responsibilities**

As a lecturer, you play a crucial role in promoting your courses and centers to the world. Here's how you can actively contribute to the marketing efforts:

### **1. Application Opening:**

- Collaborate with the YIT marketing team to design posters and create compelling content for application openings.
- Ensure timely communication with the marketing team to monitor the progress of poster designs and content creation until the application deadline.
- Maintain regular contact to ensure posters are distributed on time and consider boosting social media posts if needed.

### **2. Coverage of Uki Events:**




- Capture high-quality content during various Uki events, such as Religious Festivals, Tech Talks, Guest Sessions, Student Presentations, Group Activities, Field Trips, and Grading Sessions.
- Upload recorded content to Google Drive and share it with the marketing team for effective promotion on social media platforms.

### 3. Uki Website Updates:

- Take responsibility for keeping information updated on the upcoming Uki website.
- Regularly update data related to your center, focusing on cohort details, curriculum information, and alumni achievements.
- Ensure that the website showcases the dynamic and engaging aspects of your courses and centers.

By actively participating in these marketing initiatives, you contribute to the overall visibility and positive image of your courses and centers, attracting prospective students and creating a vibrant online presence for Uki.

## Annexure

 Uki Master Trackers |  Uki\_LessonPlan -Template |  Uki Interview Tracker | [Uki Application Form](#)

1. Uki Cohort Planner
2. Uki Timetable
3. Uki Cohort Weekly Content
4. Uki Students Profile Tracker
5. Uki Students Attendance Sheet
6. Uki Laptop tracker
7. Uki Stationary Tracker
8. Uki Application Form
9. Uki Interview Tracker
10. Uki Cohort Finalists Data