Staff Development Centre
University of Jaffna, Sri Lanka
Induction Programme for Academic Staff (IP) – 2022
Structure of the Programme

This programme will be conducted based on the augmented version of the training manual which was originally designed and developed by the University Grant Commission (UGC), Sri Lanka under Higher Education for the Twenty First Century (HETC) Project. Electronic copy of this manual can be downloaded from http://www.unit.jfn.ac.lk/sdc/index.php/downloads/. Duration, aim, intended learning outcomes, learning resources, learning activities, assessment strategy, syllabus for the first ten modules of this training programme can be found in the manual.

Contents and Duration

The programme consists of **eleven** modules. Duration is three months (150 hrs)

Module I	Orientation as a University Teacher	7.5 hours of scheduled work sessions and at least 5 hours of related work outside the scheduled sessions
Module 2	Personal Development and Counseling	8 hours of scheduled work sessions and at least 6 hours of related work outside the scheduled session
Module 3	Teaching and Learning Methods	20 hours of scheduled work sessions and at least 8 hours of related work outside the scheduled sessions
Module 4	Assessment and Evaluation	7.5 hours of scheduled work sessions and at least 5 hours of related work outside the scheduled session
Module 5	Curriculum Design and Revision	8 hours of scheduled work sessions and at least 7 hours of related work outside the scheduled sessions
Module 6	ICT skills in Higher Education	8 hours of scheduled work sessions and at least 7 hours of related work outside the scheduled sessions
Module 7	Teaching Practice	16 hours of scheduled work sessions and individual presentations
Module 8	Research in Higher Education	8 hours of scheduled work sessions and at least 8 hours of related work outside the scheduled sessions, participants will be required to submit a research proposal.
Module 9	University Administrative Procedures	6 hours of scheduled work sessions and at least 2 hours of related work outside the scheduled sessions
Module 10	Strategic Planning and Management	6 hours of scheduled work sessions and at least 2 hours of related work outside the scheduled sessions
Module 11	Quality assurance in HEIs	6 hours of scheduled work sessions and at least 6 hours of related work outside the scheduled sessions

Criteria for Successful Completion of the Programme (subject to the approval of the Management Committee)

- Overall attendance of a participant shall not be **less than 70% with minimum 60% attendance for each module**
- Out of the eleven modules a participant shall submit assignments for ten modules except for module 7 and should have obtained more than 50 marks for assignments submitted. However, if a participant has obtained marks less than 50, a revised assignment shall be submitted for remarking.
- For module 7 (Teaching Practice), participants should have successfully completed either a teaching activity or an oral presentation which are evaluated by suitable resource persons.

− To **get eligibility to submit assignments** for a module, a participant must have **60% minimum attendance** for that particular module. If a participant could not satisfy 60 % of attendance for a module with the proper batch, he/she should follow the module with forthcoming batch(es) and shall then submit the assignment.

− **Excuse letters** for absence of attending any module due to commitments such as pursuing postgraduate degree, sitting for examination and attending official meeting /conference / workshop / seminar / training **will not be accepted** by the MC. The participants should follow the module with forthcoming batches and they will be allowed to complete the module(s) for which the attendance and assignment are satisfactory.

● **A portfolio** needs to be submitted at the end of the programme. The portfolio is essentially a 5000–6000-word piece of writing which should be written within the academic guidelines and words in excess of 6,000 will not be considered. This summative assessment will require demonstration of the achievement of the learning outcomes for the programme. The participant should reflect on the professional growth gained as a result of the experience of following the induction programme and teaching in his/her higher education institution.

● **Exemption**
To get **exemption for attending** any course module, a participant should make a request to the Chairman of Management Committee of SDC (The Vice-Chancellor) through the Director/SDC with justification and evidence by filling out the specific application form. By considering the documents provided by the participant to get a completion certificate of the induction programme, upon the recommendation of the Director/SDC, the management committee will decide whether the participant fulfilled the requirement to issue a completion certificate. A participant holding a Ph.D/MD degree will normally be eligible to get an exemption **from attending** module 8 (Research in Higher Education).

Medium

The course will be conducted in English.

Programme Schedule

The programme will be conducted mostly during weekend and Fridays.

Staff

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