

Staff Development Centre

University of Jaffna, Union Complex, Thirunelvely, Jaffna

Induction Programme for Academic Staff (IP) – 2017

The above programme will mostly be conducted during weekends and on Fridays in March - June, 2017

Section A: Personal Detail

1. Name (Prof./Dr./Mr./Ms.) :
2. Designation :
3. Department/Unit :
4. Name of the Institution :
5. E-mail address :
6. Mobile/land phone no. :

Section B: Payment

Probationary staff of the University of Jaffna has to fill another form uploaded at www.jfn.ac.lk/sdc.

- I will follow the entire programme (of Rs. 22 500.00)
- I will follow the selected modules (select the module by writing the relevant fees against and sum it for total)

Module	Title	Fee(Rs.)	Fee(Rs.)
1	Orientation as a University Teacher	2500.00	
2	Personal Development and Counseling	2500.00	
3	Teaching and Learning Methods	4500.00	
4	Assessment and Evaluation	2500.00	
5	Curriculum Design and Revision	2500.00	
6	ICT skills in Higher Education	2500.00	
7	Teaching Practice	2500.00	
8	Research in Higher Education	2500.00	
9	University Administrative Procedures	2500.00	
10	Strategic Planning and Management for Universities	1500.00	
Total			

I am hereby annexing the evidence for the payment Rs. for the entire programme /modules as indicated above.

Signature of the applicant

Section C: Declarations of the applicant

This is to declare that I understood

- the UGC manual for Probationary Academic Staff and
- the minimum criteria to be satisfied to receive the completion certificate

.....
Date

.....
Signature of the Applicant[#]

[#] Applicant should also complete an online application form.

Section D: Recommendation of the University / Institute**Recommendation of the Head/Department or Unit and Dean/Faculty**

(Note: By recommending the applicant to pursue the Induction Program – 2017 which is to be conducted by the Staff Development Centre / University of Jaffna, **you agree to release her / him from all duties on Fridays during March – June 2017** to enable her / him to participate in the programme without interruption.)

I hereby recommend Dr. / Ms. / Mr.of the Department of to participate the Induction Programme which is to be conducted by the Staff Development Centre in March – June 2017.

.....
Date

.....
Head /

Recommended & Forwarded

.....
Date

.....
Dean/Director of Institute

Recommended & Forwarded

.....
Date

.....
Vice-Chancellor/ Rector

Staff Development Centre

University of Jaffna, Union Complex, Thirunelvely, Jaffna

Induction Programme for Academic Staff (IP) – 2017

Details of the Programme

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

1. Contents & Duration

The programme consists of ten modules covering at least 150 hours of work as distributed below.

Module 1: 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

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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

20 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

2 hours of scheduled work sessions and at least 2 hours of related work outside the scheduled sessions

2. **Criteria for Successful Completion of the Programme:**

- Overall attendance of a participant should not be **less than 70% with minimum 50% attendance for each module***

*If the overall attendance of the participant is less than 70 % and his/her attendance in any module(s) is 80 % or more, he/she can be allowed to complete the module(s) for which the attendance and assignment grades are satisfactory.

- Out of the ten modules a participant should have obtained satisfactory grades for assignments submitted[†] for six modules and should have satisfactorily completed either of a teaching activity or an oral presentation (Module 7: Teaching Practice).

[†]To submit an assignment, a participant should have 50 % minimum attendance to the relevant module. If any participant could not satisfy 50 % of attendance for a module with their proper batch, he/she should follow the module with future batch(es) and shall then submit the assignment.

3. **Medium:** The course will be conducted in English

4. **Programme Schedule**

The programme will be conducted mostly during weekend and Fridays.

5. **Course fee:**

Participants, other than probationary staff of the University of Jaffna, should pay the relevant fee as follows. Course fee for the entire program is Rs.22,500.00. Candidates who wish to follow selected modules can pay the fees of those modules as detailed below.

Module	Title	Fee(Rs.)
1	Orientation as a University Teacher	2500.00
2	Personal Development and Counseling	2500.00
3	Teaching and Learning Methods	4500.00
4	Assessment and Evaluation	2500.00
5	Curriculum Design and Revision	2500.00
6	ICT skills in Higher Education	2500.00
7	Teaching Practice	2500.00
8	Research in Higher Education	2500.00
9	University Administrative Procedures	2500.00
10	Strategic Planning and Management for Universities	1500.00

6. **Registration**

To register for this programme, you are required to submit an online form (www.jfn.ac.lk/sdc) and printed application form which can be downloaded from www.jfn.ac.lk/sdc/index.php/downloads. The signed application form should be sent to the Director/Staff Development Centre, University of Jaffna on or before 28.02.2017. Applicants, other than probationary staff of the University of Jaffna should pay the relevant fee and attach the paying voucher (www.jfn.ac.lk/sdc/index.php/downloads).