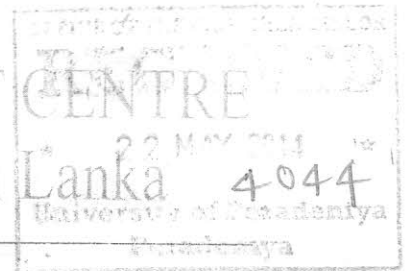




STAFF DEVELOPMENT CENTRE

Eastern University, Sri Lanka



Vice Chancellor
University of Peradeniya

12.05.2014

Through: The Vice Chancellor
Eastern University, Sri Lanka

*Forwarded for circulation
among your staff plz*

Dear Sir,

Vice Chancellor
Eastern University, Sri Lanka

Staff Development Centre, Eastern University, Sri Lanka
Training of Probationary Staff - Induction Programme 2014

13/05/2014

The Staff Development Centre (SDC) is pleased to announce the commencement of the "Training of Probationary Staff - Induction Programme 2014", which will be conducted by Staff Development Centre of Eastern University, Sri Lanka from second week of July 2014. The programme is intended for junior permanent academic staff involved in teaching, learning and research career. Hence, Staff Development Centre of Eastern University, Sri Lanka also welcomes the senior academics to this programme.

This course is an accredited programme by the UGC Commission, satisfying the mandatory segments to be fulfilled by probationary academics. The course duration is 150 hours with 6 workshops of 5 hours duration.

We strongly urge that interested participants to send in early applications using the specimen application form is enclosed and the same can be downloaded from www.esn.ac.lk. The completed application form should be received by the SDC not later than **15th June 2014**. The selection will be primarily based on the seniority in the permanent appointment. The programme fee is Rs 22,000.00 per participant. The payment has to be payable to **BUSAR, Eastern University Sri Lanka. Account number 227-1001-20000-157, People Bank Chenkalady.**

I shall be thankful to you if you could make necessary arrangement to circulate this announcement among the relevant staff members in the Department of your University/Campus/Institute.

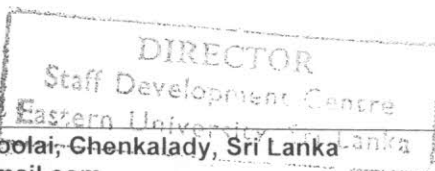
Thank you.

All Deans

for circulation pls

Sincerely,

Dr. M. Pagthinathan
Director/ SDC/EUSL



Address: Vantharumoolai, Chenkalady, Sri Lanka
E-mail : sdceusl@gmail.com

Telephone- +94 (65) 2240736
Fax +94 (65) 2240730

Vice-Chancellor
University of Peradeniya
Peradeniya
Sri Lanka



STAFF DEVELOPMENT CENTRE

Eastern University, Sri Lanka

Staff Development Centre, Eastern University, Sri Lanka Training of Probationary Staff - Induction Programme 2014

Staff Development Centre, Eastern University, Sri Lanka conduct Certificate in "Teaching Methodology" from second week of July 2014. This is the 5th programme organized by the SDC since its inception in Eastern University, Sri Lanka.

The Staff Development Centre, Eastern University, Sri Lanka is always aiming to enhance the knowledge and skills of the communities in the university system in Sri Lanka to obtain an efficient and affective service from the staff in a friendly environment in general and to contribute to the national development in specific.

The course is intended for junior permanent academic staff involved in Teaching and Learning. This course is an accredited programme by the UGC Commission, satisfying the mandatory segments to be fulfilled by probationary academics.

The course duration is 150 hours with 6 workshops of 5 hours duration, workshops being held at the Eastern University, Sri Lanka. During the course, participants have to design and implement and learning related activities based on Learning Agreements, and also they have to undertake reflective self development and innovative activities. Assessment of the course is based on port-folio development and presentation, while following the course that reflects their changed practices towards becoming an effective teacher and academic. Eighty percentage (80%) attendance is compulsory for the successful completion of the course. A participant who will successfully complete this programme, he/she will be awarded the certificate "Teaching Methodology"

We strongly urge that interested participants to send in early applications using the specimen application form is enrolled and the same can be downloaded from www.esn.ac.lk, which gives certain details and requirements for the course. The completed application form should be received by the Staff Development Centre, Eastern University, Sri Lanka not later than **15th June 2014**. The selection will be primarily based on the seniority in the permanent appointment; the course fee will be Rs 22,000.00 per participant. The payment has to be payable to **BUSAR, Eastern University Sri Lanka. Account number 227-1001-20000-157, People Bank Chenkalady**. Further details can be obtained from following address.

Director/Staff Development Centre
Eastern University, Sri Lanka/Vantharumoolai, Chenkalady
Telephone & Fax: 065-2240736.
Email: sdceusl@gmail.com

I shall be thankful to you if you could make necessary arrangement to circulate this announcement among the relevant staff members in the Department of your University/ Campus/Institute.

Address: Vantharumoolai, Chenkalady, Sri Lanka
E-mail : sdceusl@gmail.com

Telephone- +94 (65) 2240736
Fax +94 (65) 2240730

[illegible]

I understand that;

- A. the course is run on **weekdays** (2 -3days per week, sometimes one working day for workshops by outside resource persons other than EUSL staff), and is conducted in English and Tamil.
- B. I should have a minimum of **80%** **attendance** to qualify for the award of the Certificate
- C. I have to devote at least **5 hrs/week** on my own over the course duration for self-study
- D. I have to devote **more time** for self study.
- E. I shall be involved in some **teaching**, student **assessment** and basic university **administrative** work during the course which will form the basis of my course practical work
- F. I agree to a selection interview if it will be held. I understand that the course fee is non-refundable, that I will be struck off the course if I do not attend the workshop without a right to a course fee refund, and that course fees have to be paid before commencement of the course.
- G. I am a **permanent** staff member

I wish to enroll for this induction course because (give one reason)

.....
.....

.....
Date

.....
Signature of Applicant

I recommend the above application. I have **read** and agree to **provide** the necessary facilities, as given in A to F above, for applicant to complete this course. Payment of the following **fees** is also approved in the event that the applicant is accepted as a course participant.

| | |
|-------------------------|--|
| | For staff from University , Campuses, Higher Educational Institutes etc (verify with SDC in case if you have any doubts) |
| Course Fee | Rs 20,000/= |
| Meals for the workshops | Rs. 2,000/= |
| Total | Rs. 22,000/= |

.....
Date

.....
Head of the Department

.....
Date

.....
Dean/ Director

.....
Date

.....
Vice-Chancellor/ Rector