



Staff Development Centre

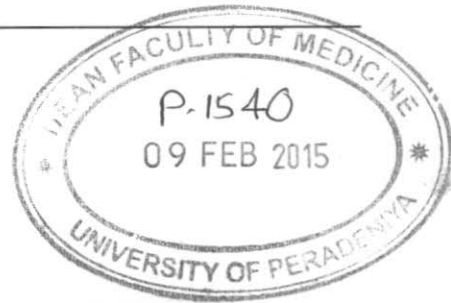
University of Peradeniya, Peradeniya, Sri Lanka.

05th February, 2015

Dean,

Faculty of Medicine.

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Dear Sir,

Induction Program for Academic Staff – 2015

Herewith I am sending a notice regarding the Induction program for academic staff which will be conducted by the Staff Development Centre, University of Peradeniya between March and May, 2015. The program is accredited by the University Grants Commission and is required to be followed by the academic staff members for their confirmation. A specimen application form is enclosed and the same can be downloaded from www.pdn.ac.lk/sdc. The closing date for applications is 23rd February, 2015.

The Induction program will be held between March and May, 2015 from 9.00 a.m. to 4.00 p.m. on the following days

1st segment – March 17th to 20th and March 23rd to 27th

2nd segment - April 06th to 09th and April 21st to 24th

3rd segment – May 11th to 15th and May 18th to 21st

Obtaining leave from departmental duties during the program period is essential for any member who would be following the program. The program fee is Rs. 22,500/= per participant.

Thus, I would greatly appreciate if you would circulate this among the departments of your faculty at your earliest convenience.

Thank you.

Yours sincerely,

Dr. W.D. Chandrasena
Acting Director, SDC/UP

Director
Staff Development Centre
University of Peradeniya
Peradeniya

N O T I C E

INDUCTION PROGRAM FOR ACADEMIC STAFF – 2015

**A 150-hour induction program for academic staff
is scheduled to be held between March and May 2015.**

1st segment – March 17th to 20th and March 23rd to 27th

2nd segment - April 06th to 09th and April 21st to 24th

3rd segment – May 11th to 15th and May 18th to 21st

**The program is targeted at the
academic staff members (probationary) awaiting confirmation.**

**Specimen application forms are available at
the Dean's Office of each faculty or
can be downloaded from www.pdn.ac.lk/sdc**

full time participation is essential

**Duly filled application forms should be forwarded to
the Acting Director, Staff Development Centre, University of Peradeniya
with the approval of the respective Head of the Department and Dean of the
Faculty before 23rd February, 2015.**

**The program fee is Rs. 22,500/= per participant.
Instructional materials will be provided.**

**Dr. W.D. Chandrasena
Acting Director, Staff Development Centre
University of Peradeniya, Peradeniya**



Staff Development Centre, University of Peradeniya

INDUCTION PROGRAM FOR ACADEMIC STAFF – 2015

APPLICATION FORM

Name of applicant:

Department: Faculty: University:

Date of assumption of duties::

(Please attach a copy of your letter of appointment and the duty assumption letter)

Educational Qualifications:.....

Current position:

Sex:

Contact address:

.....

Contact phone number:Fax number: E-mail address:.....

Signature of applicant:

Date:

APPLICATION APPROVED BY:

The applicant will be released fully from his/her duties during the program.

Head of Department: Name:

Signature:

Date:

Dean of Faculty: Name:

Signature:

Date:

Please forward to:

Dr. W.D. Chandrasena,
Acting Director,
Staff Development Centre,
University of Peradeniya,
Peradeniya.