Rajarata University of Sri Lanka

HUMAN RESOURCE DEVELOPMENT POLICY

On the recommendation of the Senate, the Council of the Rajarata University of Sri Lanka, as the governing authority of the Rajarata University of Sri Lanka by resolution adopts the following Policy.

Accepted Date: 12.09.2019

Amended Date:

Signature: Signed:

Position: Vice Chancellor, Rajarata University of Sri Lanka

TABLE OF CONTENT

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1. Rationale

The University's Corporate Plan aims 'to provide an outstanding and distinctive intellectual social and physical environment for its human resource development. The Human Resource Development Policy (HRDP) is intended to bring together all guidance/ regulation and information regarding staff development activities of the university as per the university corporate plan and thus, HRDP is the, accessible policy document on planning and implementing of staff development activities. Staff development is one of statutory responsibility of the institute and accordingly the university provides opportunities for career development of all categories of staff. The HRDP may amend/ updated as need arise by the Management Committee of the Staff Development (as per the guidance in the SD Policy Framework of UGC, 1.8/ UGC circular No 937/2010).

2. Scope

This policy is a strategic framework designed to serve as a guide and shall be executed to all the academic and non-academic staff of the Rajarata University of Sri Lanka (RUSL). Here in after referred to as the "University" or "RUSL".
The scope of this policy includes,

- Enhance staff's knowledge and ability as teachers, researchers, administrators, technicians, secretaries and so on, as relevant to the requirements of their respective posts
- Develop staff's skills as managers and supervisors
- Integrate individuals' personal development as is relevant to performing their role in the University

3. Definitions

The Council: Governing body of the Rajarata University of Sri Lanka.

The Senate: Senate of the Rajarata University of Sri Lanka.

Staff Development Centre (SDC): Staff Development Centre of the Rajarata University of Sri Lanka.

Staff: Those who are in the permanent carder with the Rajarata University of Sri Lanka.

Continuous Professional Development (CPD): Is a requirement of staff in order to maintain their professional status.

Induction Training: Type of compulsory training for newly recruited employees that systematically and formally introduces new employees to the university policies and procedures, duties and responsibilities, code of conduct and the work environment.

Internal Quality Assurance Unit (IQAU): Internal Quality Assurance Unit of the Rajarata University of Sri Lanka.

Internal Quality Assurance Cell (IQAC): Internal Quality Assurance Cell of the Faculty and other units

4. Principles

The HRD principles are built in the University to ensure continuous improvement through the involvement of all relevant stakeholders within and outside the University. The human resource development across the RUSL rests on several principles:

1. Human resource development is a part of the University mission and Corporate plan which ensure the high professional quality of all staff categories.
2. The University committed to the development of its staff through encouraging an environment conducive to development.
3. All staff development activities will be conducted in accordance with the University's Equal Opportunities basis.
4. All staff have equitable access to staff development opportunities.
5. Overall responsibility for implementation of staff development activities across the University lies with the Director of the Staff Development Centre.
6. SD is collaborative and cooperative process which carried out in collaboration between the University Council, University Senate, IQAU, IQAC, SDC and external experts.
7. Heads of Departments and Unit Heads are expected to encourage and support all staff (regardless of job role, grade and work patterns) to take advantage of internal and external staff development opportunities relevant to their identified development needs.
8. Staff development needs may be identified through need analysis done across the University or Heads of Department observations and request.
9. The University also recognises that, for its Human Resource Development Policy to be effective, staff must take responsibility for their own development.
10. Funding and/or study leave for the purpose of staff development must be approved by the Council/ Vice Chancellor/ appropriate Head of Department.

5. Policy Statement

The University's human resource development framework ensures that all staff achieve highest excellence in their job role. The University is responsible for providing a systematic, consistent approach to the development of all staff across the University and uplift the academic standards of the University.

This documentation establishes the policy framework for managing and enriching the staff quality and standards.

1. The University should take into account that the quality of the staff, their qualifications and experiences and the calibre of leadership at all levels are of paramount importance.
2. All staff is expected to participate for staff development activities which aims to enhance academic excellence in the University.
3. In principle all staff has equal rights to participate in staff development activities.
4. Academic Governance supports the effective implementation and monitoring of staff development activities.
5. All staff are supported and encouraged by the University to acquire and develop the relevant knowledge, skills and competencies to enhance their performance in their current role and, where they are involved in succession planning, for their next role within the University.
6. To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff new to the University receive timely induction training.
7. Staff development is a continuous process, which requires trainings and career enhancement with continuous professional development programmes (CPD)
8. The University should provide appropriate and adequate facilities and environment for its staff to up lift their academic and professional development by agreeing the policies of staff development.
9. All staff should take individual responsibility on their training and development by attending mandatory induction and other relevant training programmes.
10. The Staff Development Centre should undertake all staff development activities as per the current and future requirements to uphold vision and mission of the University and assure the quality of the programmes conducts.
11. The SDC should plan staff appraisal scheme for the staff and promote the system among staff, and launch annual / biannual appraisal programme.
12. Director/ SDC should prepare the annual plan and budget and submit to the Vice Chancellor and the Council.
13. SDC should evaluate and get the feedback of the programmes conducts.

6. Related Legislations and Documentation

This policy should implement with following legislations and documentations.

- Commission Circular 04/ 2015 of the University Grants Commission on "Strengthening of Internal Quality Assurance System in Universities and Higher Educational Institutions through Internal Quality Assurance Units

- Internal Quality Assurance By-laws, No……, 2017

- Policy on "Open and Distance Learning", No….., 2019

- Policy on "Career Development", No….., 2019

- Policy on "Information and Communication Technology" No…., 2019

- Sri Lanka Qualification Framework (SLQF), 2015

- Subject Benchmark Statements

- Codes of Practices

- Staff Development By-laws

7. Roles and Responsibilities

Staff development is the responsibility of every member of staff and the University Administration. In order for this approach to be successful, there must be clear lines of responsibility and accountability. Therefore, following committees, Units, Centres will serve as key responsibility holders to enhance quality in the University.

- Governing Council of the University

  University Council is the supreme governing body of the University and is responsible for ensuring the academic standards of the University, and is the final mediator in all matters relating to validation, approval, implementation and monitoring of all academic and management matters.

- Internal Quality Assurance Unit

  IQAU is also responsible to promote quality of the staff within the University by establishing appropriate mechanism to maintain quality academic programmes and allied services of the University.

- Internal Quality Assurance Cell

  IQAC is responsible to establish and maintain quality of the staff and allied services within the faculties.

- Staff Development Centre

  SDC is responsible to support the University's goal of ensuring that staff has every opportunity to acquire the skills, knowledge and expertise to carry out their duties effectively and to achieve their full potential.

- Research and Publication Committee

Research and Publication Committee is responsible to establish, encourage and maintain quality research culture in the University.

8. Approval and Amendments

Date adapted:

Date Commenced:

Administrator: University Senate and Council

Date of Review:

Date Rescinded: Not Applicable