

Training Program on University Financial and Administrative Procedures



Staff Development Centre of Rajarata University of Sri Lanka organizes a training program on University Financial and Administrative Procedures with an aim of improving knowledge of academic and executive grade staff members in universities.

Target Group: Head of Academic Departments, Senior academic staff members, Executive Officers, Head of Administrative Departments

Modules Covered in the Program

1. Module 01: Inventory Management
2. Module 02: General Administration & Disciplinary Procedures
3. Module 03: Leave, Rights and Obligations of University Employees
4. Module 04: Procurement Procedures
5. Module 05: Financial Procedures I (Funding sources, University Grants, statement of accounts, auditing & COPE)
6. Module 06: Financial Procedures II (Advances & Petty cash, research grants, payee tax administration)
7. Module 07: Office Procedures
8. Module 08: Examination Procedures
9. Module 09: Legal Procedures, Bonds & Agreements

- Dates: 23rd & 28th March , 18th & 25th April, 2nd May 2023
- Time: 9.00 AM- 4.00 PM
- Venue: Auditorium, Staff Development Center Auditorium

For Registration:

Send an email to sdcc@rjt.ac.lk or fill the Google form before 21st March -

<https://forms.gle/BVbq63HzrSgK9dMh9>

